

## Appendix A

DTA Requests on Religious Grounds for/related to Uniforms								
	ATL	QUE	NOR	HQ	SOR	GTA	PRA	PAC
	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected
2006	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2007	0/0	0/0	0/0	0/0	0/0	2/0	0/0	0/0
2008	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2009	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2010	0/0	0/0	0/0	0/0	0/0	1/0	0/0	0/0
2011	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2012	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2013	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2014	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2015	0/0	0/0	0/0	0/0	0/0	1/0	0/0	0/0
2016	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2017	0/0	0/0	0/0	0/0	0/0	1/0	0/0	0/0
2018	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0

## Record of Religious Requests in the GTA [2006-2018]

YEAR	DTA	GRIEVANCES
	# Accepted / # Rejected	# Accepted / # Rejected
2006	0	0
2007	4	0
2008	1	4
2009	2	0
2010	0	0
2011	1	0
2012	3	4
2013	1	2
2014	1	1
2015	2	0
2016	1	3
2017	1	0
2018	1	0

	DTA Requests on Religious Grounds for/related to Uniforms						
	ATL	QUE	NOR	SOR	GTA	PRA	PAC
	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected	# Accepted / # Rejected
2006							
2007							
2008							
2009							
2010							
2011							
2012							
2013							
2014		Accepted: 2					
2015							
2016		Accepted: 2					
2017							
2018		Accepted: 1					



## Examen et entente concernant une demande de mesures d'adaptation

Les renseignements qui se trouvent dans ce formulaire sont cueillis conformément aux articles 7(1)(e) ainsi que 11.1(1)(a) et (j) de la *Loi sur la gestion des finances publiques* dans le but de respecter et de documenter la demande d'un employé pour obtenir des mesures d'adaptation en milieu de travail selon au moins un motif de distinction illicite prévu dans l'article 3 de la *Loi canadienne sur les droits de la personne*. Les renseignements personnels contenus dans ce formulaire sont protégés conformément à la *Loi sur la protection des renseignements personnels* et autres lois connexes. En signant ce formulaire, vous consentez à la divulgation et à l'utilisation de l'information par les parties en cause pour :

(a) soutenir l'Agence dans l'évaluation et la prestation d'une réponse envers votre demande de mesure d'adaptation, (b) vérifier la conformité à l'égard de la politique et (c) répondre aux plaintes.

Vous avez le droit d'accéder ou de modifier vos renseignements personnels conformément à la *Loi sur la protection des renseignements personnels*. De plus amples renseignements au sujet de cette collecte d'information sont offerts au fichier suivant : *Santé et sécurité au travail POE 907*. Pour plus d'information, visitez le <http://www.infosource.gc.ca/index-fra.asp>

		Numéro de demande
Nom de l'employé(e)		Code d'identification de dossier personnel (CIDP)
Lieu du poste d'attache	Région/Division/District	
Aéroport International P.E. Trudeau -	Québec / Opérations / Aéroports	
Adresse au travail	Groupe et niveau de l'employé(e)	
	FB-03	
Titre	Horaire de travail actuel	
Agent des services frontaliers	Variable, sur quarts et rotation (AHPV)	

### À remplir par le gestionnaire

#### PARTIE A – Revue de la demande de mesures d'adaptation

Est-ce que des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e)? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e), veuillez décrire les mesures d'adaptation proposées :  
Cette entente est pour poursuivre une demande d'adaptation religieuse.

il a une obligation religieuse les vendredis.

L'employé demande un congé d'une demi-heure, jumelé à sa pause repas les vendredis.

Si des mesures d'adaptation ne peuvent pas être prises dans le poste actuel de l'employé(e), prière d'expliquer les raisons :

Est-ce qu'il est possible d'offrir des mesures d'adaptation à l'employé(e) tout d'abord au sein de l'ASFC (échelle locale/régionale/nationale), puis à l'extérieur de l'ASFC (échelle locale/régionale) en premier lieu au niveau de l'employé ou, le cas échéant, à un niveau inférieur? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans un autre poste, veuillez décrire les mesures d'adaptation considérées et proposées :

S'il n'est pas possible d'offrir des mesures d'adaptation dans un autre poste, prière d'expliquer les raisons :

Cette demande de mesures d'adaptation est : ☒ Accordée ☐ Refusée

Si la demande de mesures d'adaptation est accordée, veuillez compléter la Partie B : Entente concernant les mesures d'adaptation.  
Si la demande de mesures d'adaptation est refusée, veuillez préciser les raisons.

**Partie B – Entente concernant les mesures d'adaptation**

Description et durée des mesures d'adaptation accordées :  
Un congé d'une demi-heure jumelé à sa pause repas sera accordé et inscrit à l'horaire les vendredis afin que l'employé exerce son obligation religieuse.

Nom du gestionnaire autorisé Philippe Plourde	Titre du gestionnaire autorisé Chef des opérations	Numéro de téléphone pour le gestionnaire autorisé (514) 633-7703
Signature du gestionnaire autorisé	Date (AAAA-MM-JJ)	
Signature de l'employé(e)	Date (AAAA-MM-JJ)	
Date à laquelle cette entente sera revue :	Date (AAAA-MM-JJ) 2019-03-31	
Commentaires du coordonnateur régional de gestion de l'invalidité et des mesures d'adaptation (CGIMA) :		
Signature du CGIMA		Date (AAAA-MM-JJ)



## Examen et entente concernant une demande de mesures d'adaptation

Les renseignements qui se trouvent dans ce formulaire sont cueillis conformément aux articles 7(1)(a) ainsi que 11.1(1)(a) et (j) de la *Loi sur la gestion des finances publiques* dans le but de respecter et de documenter la demande d'un employé pour obtenir des mesures d'adaptation en milieu de travail selon au moins un motif de distinction illicite prévu dans l'article 3 de la *Loi canadienne sur les droits de la personne*. Les renseignements personnels contenus dans ce formulaire sont protégés conformément à la *Loi sur la protection des renseignements personnels* et autres lois connexes. En signant ce formulaire, vous consentez à la divulgation et à l'utilisation de l'information par les parties en cause pour :

(a) soutenir l'Agence dans l'évaluation et la prestation d'une réponse envers votre demande de mesure d'adaptation; (b) vérifier la conformité à l'égard de la politique et (c) répondre aux plaintes.

Vous avez le droit d'accéder ou de modifier vos renseignements personnels conformément à la *Loi sur la protection des renseignements personnels*. De plus amples renseignements au sujet de cette collecte d'information sont offerts au fichier suivant : *Santé et sécurité au travail POE 907*. Pour plus d'information, visitez le <http://www.infosource.gc.ca/index-fra.asp>

Numéro de demande	
Nom de l'employé(e)	Code d'identification de dossier personnel (CIDP)
Lieu du poste d'attache	Région/Division/District
Aéroport International P.E. Trudeau -	Québec / Opérations / Aéroports
Adresse au travail	Groupe et niveau de l'employé(e)
	FB-03
Titre	Horaires de travail actuel
Agente des services frontaliers	Variable, sur quarts et rotation (ARPV)

### À remplir par le gestionnaire

#### PARTIE A - Revue de la demande de mesures d'adaptation

Est-ce que des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e)? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e), veuillez décrire les mesures d'adaptation proposées :  
Cette entente est pour initier une demande d'adaptation religieuse

-il a une obligation religieuse les vendredis,

Si des mesures d'adaptation ne peuvent pas être prises dans le poste actuel de l'employé(e), prière d'expliquer les raisons :

Est-ce qu'il est possible d'offrir des mesures d'adaptation à l'employé(e) tout d'abord au sein de l'ASFC (échelle locale/régionale/nationale), puis à l'extérieur de l'ASFC (échelle locale/régionale) en premier lieu au niveau de l'employé ou, le cas échéant, à un niveau inférieur? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans un autre poste, veuillez décrire les mesures d'adaptation considérées et proposées :

S'il n'est pas possible d'offrir des mesures d'adaptation dans un autre poste, prière d'expliquer les raisons :

Cette demande de mesures d'adaptation est : ☒ Accordée ☐ Refusée

Si la demande de mesures d'adaptation est accordée, veuillez compléter la Partie B : Entente concernant les mesures d'adaptation.  
 Si la demande de mesures d'adaptation est refusée, veuillez préciser les raisons.

**Partie B -- Entente concernant les mesures d'adaptation**

Description et durée des mesures d'adaptation accordées :  
 tenant compte des besoins religieux de l'employé,  
 est accordée.

Nom du gestionnaire Luc Langlois	gestionnaire autorisé s opérations	Numéro de téléphone pour le gestionnaire autorisé (514) 633-7703
Signature du gestionnaire	Date (AAAA-MM-JJ) 2016-12-02	
Signature de l'employé	Date (AAAA-MM-JJ)	
Date à laquelle cette entente sera revue : 2017-09-30	Date (AAAA-MM-JJ)	
Commentaires du coordonnateur régional de gestion de l'invalidité et des mesures d'adaptation (CGIMA) :		
Signature du CGIMA		
Date (AAAA-MM-JJ)		



## Examen et entente concernant une demande de mesures d'adaptation

Les renseignements qui se trouvent dans ce formulaire sont cueillis conformément aux articles 7(1)(e) ainsi que 11.1(1)(a) et (b) de la Loi sur la gestion des finances publiques dans le but de respecter et de documenter la demande d'un employé pour obtenir des mesures d'adaptation en milieu de travail selon au moins un motif de distinction illicite prévu dans l'article 3 de la Loi canadienne sur les droits de la personne. Les renseignements personnels contenus dans ce formulaire sont protégés conformément à la Loi sur la protection des renseignements personnels et autres lois connexes. En signant ce formulaire, vous consentez à la divulgation et à l'utilisation de l'information par les parties en cause pour : (a) soutenir l'Agence dans l'évaluation et la prestation d'une réponse envers votre demande de mesure d'adaptation, (b) vérifier la conformité à l'égard de la politique et (c) répondre aux plaintes.

Vous avez le droit d'accéder ou de modifier vos renseignements personnels conformément à la Loi sur la protection des renseignements personnels. De plus amples renseignements au sujet de cette collecte d'information sont offerts au fichier suivant : **Santé et sécurité au travail POE 907**. Pour plus d'information, visitez le <http://www.infosource.gc.ca/index-fra.asp>

Numéro de demande

Nom de l'employé(e)	Code d'identification de dossier personnel (CIDP)
Lieu du poste d'attache <b>Aéroport International P.E. Trudeau</b>	Région/Division/District <b>Québec / Opérations / Aéroports</b>
Adresse au travail	Groupe et niveau de l'employé(e) <b>FB-03</b>
Titre <b>Agente des services frontaliers</b>	Horaire de travail actuel <b>Variable, sur quarts et rotation (AHPV)</b>

A remplir par le gestionnaire

### PARTIE A – Revue de la demande de mesures d'adaptation

Est-ce que des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e)? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e), veuillez décrire les mesures d'adaptation proposées :  
**Cette entente est pour initier une demande d'adaptation religieuse**

**-il a une obligation religieuse les vendredis,**

Si des mesures d'adaptation ne peuvent pas être prises dans le poste actuel de l'employé(e), prière d'expliquer les raisons :

Est-ce qu'il est possible d'offrir des mesures d'adaptation à l'employé(e) tout d'abord au sein de l'ASFC (échelle locale/régionale/nationale), puis à l'extérieur de l'ASFC (échelle locale/régionale) en premier lieu au niveau de l'employé ou, le cas échéant, à un niveau inférieur? ☒ Oui ☐ Non

Si des mesures d'adaptation peuvent être prises dans un autre poste, veuillez décrire les mesures d'adaptation considérées et proposées :

S'il n'est pas possible d'offrir des mesures d'adaptation dans un autre poste, prière d'expliquer les raisons :

Cette demande de mesures d'adaptation est :



Accordée



Refusée

Si la demande de mesures d'adaptation est accordée, veuillez compléter la Partie B : Entente concernant les mesures d'adaptation.  
 Si la demande de mesures d'adaptation est refusée, veuillez préciser les raisons

### Partie B – Entente concernant les mesures d'adaptation

Description et durée des mesures d'adaptation accordées :

tenant compte des besoins religieux de l'employé,  
 est accordée.

Nom du gestionnaire autorisé  
 Luc Langlois

Titre du gestionnaire autorisé  
 Chef des opérations

Numéro de téléphone pour le gestionnaire autorisé  
 (514) 633-7703

Signature du gestionnaire autorisé

Date (AAAA-MM-JJ)

2016-12-02

Signature de l'employé(e)

Date (AAAA-MM-JJ)

Date à laquelle cette entente sera revue :

Date (AAAA-MM-JJ)

2017-09-30

Commentaires du coordonnateur régional de gestion de l'invalidité et des mesures d'adaptation (CGIMA) :

il a  
 été adapté pour la période  
 Nadine Rose

Signature du CGIMA

Date (AAAA-MM-JJ)



## Examen et entente concernant une demande de mesures d'adaptation

Les renseignements qui se trouvent dans ce formulaire sont cueillis conformément aux articles 7(1)(e) ainsi que 11.1(1)(a) et (j) de la *Loi sur la gestion des finances publiques* dans le but de respecter et de documenter la demande d'un employé pour obtenir des mesures d'adaptation en milieu de travail selon au moins un motif de distinction illicite prévu dans l'article 3 de la *Loi canadienne sur les droits de la personne*. Les renseignements personnels contenus dans ce formulaire sont protégés conformément à la *Loi sur la protection des renseignements personnels* et autres lois connexes. En signant ce formulaire, vous consentez à la divulgation et à l'utilisation de l'information par les parties en cause pour : (a) soutenir l'Agence dans l'évaluation et la prestation d'une réponse envers votre demande de mesure d'adaptation, (b) vérifier la conformité à l'égard de la politique et (c) répondre aux plaintes.

Vous avez le droit d'accéder ou de modifier vos renseignements personnels conformément à la *Loi sur la protection des renseignements personnels*. De plus amples renseignements au sujet de cette collecte d'information sont offerts au fichier suivant : **Santé et sécurité au travail POE 907**. Pour plus d'information, visitez le <http://www.infosource.gc.ca/index-fra.asp>

Numéro de demande	
Nom de l'employé(e)	Code d'identification de dossier personnel (CIDP)
Lieu du poste d'attache Aéroport Pierre Elliott-Trudeau	Région/Division/District Québec, ASFC, Aéroport
Adresse au travail	Groupe et niveau de l'employé(e) FB-03
Titre Agente des Services Frontaliers du Canada	Horaire de travail actuel Horaire Variable

### À remplir par le gestionnaire

<b>PARTIE A – Revue de la demande de mesures d'adaptation</b>	
Est-ce que des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e)? <input checked="" type="checkbox"/> Oui <input type="checkbox"/> Non	
Si des mesures d'adaptation peuvent être prises dans le poste actuel de l'employé(e), veuillez décrire les mesures d'adaptation proposées : <b>Cette entente est une demande d'adaptation religieuse. Elle est valide jusqu'au 7 août 2018.</b>  : :  : :  	
Si des mesures d'adaptation ne peuvent pas être prises dans le poste actuel de l'employé(e), prière d'expliquer les raisons : <b>NIL</b>          	
Est-ce qu'il est possible d'offrir des mesures d'adaptation à l'employé(e) tout d'abord au sein de l'ASFC (échelle locale/régionale/nationale), puis à l'extérieur de l'ASFC (échelle locale/régionale) en premier lieu au niveau de l'employé ou, le cas échéant, à un niveau inférieur? <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Si des mesures d'adaptation peuvent être prises dans un autre poste, veuillez décrire les mesures d'adaptation considérées et proposées : <b>NIL</b>          	

S'il n'est pas possible d'offrir des mesures d'adaptation dans un autre poste, prière d'expliquer les raisons :

NIL

Cette demande de mesures d'adaptation est :



Accordée



Refusée


Si la demande de mesures d'adaptation est accordée, veuillez compléter la Partie B : Entente concernant les mesures d'adaptation.

Si la demande de mesures d'adaptation est refusée, veuillez préciser les raisons.

### Partie B – Entente concernant les mesures d'adaptation

Description et durée des mesures d'adaptation accordées :

Il sera possible d'adapter pour son obligation religieuse.

Nom du gestionnaire autorisé Marilyne Paradis	Titre du gestionnaire autorisé Chef des opérations	Numéro de téléphone pour le gestionnaire autorisé 514-633-7844 poste 2050
Signature du gestionnaire autorisé 	Date (AAAA-MM-JJ) 30 mai 2018	
Signature de l'employé(e)	Date (AAAA-MM-JJ)	
Date à laquelle cette entente sera revue : N/A	Date (AAAA-MM-JJ)	
Commentaires du coordonnateur régional de gestion de l'invalidité et des mesures d'adaptation (CGIMA) :		
Signature du CGIMA		Date (AAAA-MM-JJ)

**De:** Noreau, Bernard  
**Envoyé:** 22 juin, 2007 08:10  
**À:** Herd, Bruce  
**Cc:** Sansoucy, Diane; Gagné, Lauraine; Martineau, Michel  
**Objet:** Accomodement VS conditions d'emploi.

Bonjour Bruce,

Nous avons une employée qui a passé à travers tous les tests et exigences du FORPE et qui s'apprête à commencer son nouvel emploi à Lacolle.

Elle a mentionné à son gestionnaire que sa confession religieuse ne lui permet pas de travailler le soir et la nuit les vendredi et samedi. Toutefois à Lacolle, il s'agit d'opérations 7-24.

Les conditions d'emploi affichées sur le «poster» sont claires à l'effet que les candidats doivent s'attendre à travailler sur des postes de soir, de nuit et de fins de semaine.

Nous savons que ce genre de situation vous est familière et aimerions profiter de vos expériences en la matière.

J'ai reçu tes retours d'appels et te recontacterai aujourd'hui.

Merci.

*Bernard Noreau  
Gestionnaire intérimaire en relations de travail  
Direction des ressources humaines-Région du Québec  
Agence des services frontaliers du Canada  
400, Place d'Youville, Montréal (Québec) H2Y 2C2  
Tél: 514-283-8700 poste 8236, Fax: 514-496-6664  
bernard.noreau@cbsa-asfc.gc.ca*

Congé de deuil art 46.05 congé plus long. Employé de religion juive

me demande si parce qu'il est juif et doit pratiquer le "Shiva" qui dure 7 jours un employé pourrait se qualifier pour l'article 46.05.

Je lui indique que nous devons faire un business case au président qui a la délégation et elle demandera à l'employé de me faire un petit résumé de sa demande et de me l'envoyer.

## Longpre, Nathalie

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**De:** Longpre, Nathalie  
**Envoyé:** 13 mars, 2017 09:36  
**À:** Sabounjian, Marianne  
**Objet:** Lieu de prière

Bonjour Marianne,

Est-ce que tu as une mise à jour concernant cette demande?

Merci!

Nathalie Longpré

Surintendante-Conseillère stratégique, Bureau de la direction du District St-Laurent, Région du Québec  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Nathalie.longpre@cbsa-asfc.gc.ca](mailto:Nathalie.longpre@cbsa-asfc.gc.ca) / Tél: 514-286-7879 #5303 / ATS: 866-335-3237

Superintendent- Strategic advisor, St.Lawrence District Director's Office, Quebec Region  
Canada Border Services Agency /Government of Canada  
[Nathalie.longpre@cbsa-asfc.gc.ca](mailto:Nathalie.longpre@cbsa-asfc.gc.ca) / Tel: 514-286-7879 #5303 / ATS: 866-335-3237

## Longpre, Nathalie

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**De:** Sabounjian, Marianne  
**Envoyé:** 15 mars, 2017 16:08  
**À:** Longpre, Nathalie  
**Objet:** TR: salle de prière

Bonjour Nathalie, Info - suite à ton courriel envoyé hier. Voici le communiqué que Rachel a envoyé à Josée le 24 février dernier.

N'hésite pas à m'appeler si tu as des questions, ou si vous voulez modifier la salle de réunion adjacente à la cuisinette du 4<sup>e</sup> étage (ex. ajout de panneaux, tel que discuté sur place).

Vous devez également faire une demande à la sécurité régionale ([ASFC-CBSA.QUE-securite@cbsa-asfc.gc.ca](mailto:ASFC-CBSA.QUE-securite@cbsa-asfc.gc.ca)) pour ajouter les accès du 4<sup>e</sup> étage à l'employé, durant les heures requises.

Bonne fin de journée !

### Marianne Sabounjian

Gestionnaire régionale int., Infrastructures fixes | Région du Québec  
 Division des services corporatifs et des programmes  
 Agence des services frontaliers du Canada | Gouvernement du Canada  
[marianne.sabounjian@cbsa-asfc.gc.ca](mailto:marianne.sabounjian@cbsa-asfc.gc.ca) | Tél. : 514-283-8700 (x8501) | Tél. cell. : 514-464-6147

Regional Manager act., Fixed Infrastructure | Quebec Region  
 Corporate and Program Services Division  
 Canada Border Services Agency | Government of Canada  
[marianne.sabounjian@cbsa-asfc.gc.ca](mailto:marianne.sabounjian@cbsa-asfc.gc.ca) | Tel: 514-283-8700 (x8501) | Cell: 514-464-6147

**De :** Auclair, Rachel  
**Envoyé :** 24 février, 2017 7:28  
**À :** Deschamps, Josée <[Josee.Deschamps@cbsa-asfc.gc.ca](mailto:Josee.Deschamps@cbsa-asfc.gc.ca)>  
**Cc :** Rossi, Jean-Philippe <[Jean-Philippe.Rossi@cbsa-asfc.gc.ca](mailto:Jean-Philippe.Rossi@cbsa-asfc.gc.ca)>; Sabounjian, Marianne <[Marianne.Sabounjian@cbsa-asfc.gc.ca](mailto:Marianne.Sabounjian@cbsa-asfc.gc.ca)>; Provost, Pierre <[Pierre.Provost@cbsa-asfc.gc.ca](mailto:Pierre.Provost@cbsa-asfc.gc.ca)>  
**Objet :** RE: salle de prière

Comme cette requête risque de créer un sérieux précédent pour la région (pas que la nôtre, en fait), j'en ai discuté avec Jean-Philippe. Je cherchais à savoir si notre cadre législatif ou la jurisprudence nous obligeait à désigner un local à la prière. Il appert que non. Nous devons fournir à cet employé un lieu privé et propre pour qu'il puisse faire ses prières -- cela peut être une de nos salles de conférence. Nous en avons plusieurs au Dominique Ducharme. Ton employé peut en réserver une le midi, sur son temps de dîner, comme il le désire.

Brookfield s'assure que toutes nos salles de conférence sont propres. Advenant que cela ne soit pas le cas, ton employé peut en informer son surintendant ou sa chef qui pourra faire une demande, via notre CorpoWeb, pour que la salle en question soit mieux nettoyée. L'équipe de Marianne fera le suivi auprès de Brookfield.

Bonne fin de semaine,

Rachel

**De :** Deschamps, Josée

**Envoyé :** 24 février, 2017 16:29

**À :** Auclair, Rachel <Rachel.Auclair@cbsa-asfc.gc.ca>; Sabounjian, Marianne <Marianne.Sabounjian@cbsa-asfc.gc.ca>

**Objet :** Tr: salle de prière

Bonjour,

Tel que discuté.

Merci

Josée Deschamps

ASFC/CBSA

Envoyé de mon smartphone BlackBerry 10 sur le réseau Rogers.

**De:** Rossi, Jean-Philippe <Jean-Philippe.Rossi@cbsa-asfc.gc.ca>

**Envoyé:** lundi 13 février 2017 4:28 PM

**À:** Deschamps, Josée; Provost, Pierre

**Objet:** TR: salle de prière

Bonjour,

Voici quelques pistes pour notre éventuelle discussion.

Merci!

### **Jean-Philippe Rossi**

Directeur – Division des ressources humaines

Région du Québec

Agence des services frontaliers du Canada / Gouvernement du Canada

[Jean-Philippe.Rossi@cbsa-asfc.gc.ca](mailto:Jean-Philippe.Rossi@cbsa-asfc.gc.ca) / Tél. : 514-283-8700 #8228 / ATS : 866-335-3237

Director – Human Resources Division

Quebec Region

Canada Border Services Agency / Government of Canada

[Jean-Philippe.Rossi@cbsa-asfc.gc.ca](mailto:Jean-Philippe.Rossi@cbsa-asfc.gc.ca) / Tél. : 514-283-8700 #8228 / TTY: 866-335-3237

**De :** Paquin, Guylaine

**Envoyé :** February 13, 2017 1:49 PM

**À :** Rossi, Jean-Philippe

**Cc :** Bazinet, Annie-Sophie

**Objet :** TR: salle de prière

Jean-Philippe,

Si un musulman ne peut se rendre à une mosquée pour prier, il peut utiliser une chambre propre et un tapis pour prier au moment approprié donc, l'employeur devrait fournir un local approprié à l'employé.

Quelques éléments importants à connaître sur l'Islam afin d'appuyer cette recommandation :

- Chaque jour : la prière obligatoire cinq fois par jour, soit à l'aube, à midi, au milieu de l'après-midi, au crépuscule et dans la soirée;
- Les travailleurs musulmans qui ne peuvent se rendre à une mosquée pour prier peuvent utiliser une chambre propre et un tapis pour prier au moment approprié;

- Avant de prier, le musulman doit accomplir le wudu (laver les parties de son corps généralement exposées, soit le visage, les mains, les avant-bras et les pieds jusqu'à la cheville). On se rince les cheveux avec les doigts mouillés. **\*\* voir avec l'employé ses besoins à ce niveau.**

Guylaine

Guylaine Paquin

Conseillère et coordonnatrice de la gestion des mesures d'adaptation et des cas d'invalidité – Région du Québec  
Conseillère en relations de travail, Division des ressources humaines  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Guylaine.paquin@cbsa-asfc.gc.ca](mailto:Guylaine.paquin@cbsa-asfc.gc.ca) / Tél. : 514-283-8700 poste 8018 / ATS : 866-335-3237

Advisor and Coordinator, Accommodation Case Management – Quebec Region  
Labour Relations Advisor, Human Resources Division  
Canada Border Services Agency / Government of Canada  
[Guylaine.paquin@cbsa-asfc.gc.ca](mailto:Guylaine.paquin@cbsa-asfc.gc.ca) / Tel: 514-283-8700 extension 8018 / TTY : 866-335-3237

**De :** Bazinet, Annie-Sophie  
**Envoyé :** February 13, 2017 1:00 PM  
**À :** Paquin, Guylaine  
**Cc :** Laviolette, Jonathan  
**Objet :** TR: salle de prière

Bonjour Guylaine

Pourrais-tu guider Jean-Philippe svp?

Merci

Annie-Sophie Bazinet  
Gestionnaire, Relations de travail  
Division des ressources humaines  
Région du Québec  
Agence des services frontaliers du Canada /Gouvernement du Canada  
[annie-sophie.bazinet@cbsa-asfc.gc.ca](mailto:annie-sophie.bazinet@cbsa-asfc.gc.ca) / Tél: (514) 283-8700, poste 8236  
Manager, Labour Relations  
Human Ressources Division  
Quebec Region  
Canada Border Services Agency / Government of Canada  
[annie-sophie.bazinet@cbsa-asfc.gc.ca](mailto:annie-sophie.bazinet@cbsa-asfc.gc.ca) / Tel : (514) 283-8700, ext 8236

**De :** Rossi, Jean-Philippe  
**Envoyé :** February 13, 2017 12:49 PM  
**À :** Laviolette, Jonathan  
**Cc :** Bazinet, Annie-Sophie  
**Objet :** TR: salle de prière

Bonjour,

Quelles sont tes recommandations?

Merci!

**Jean-Philippe Rossi**

Directeur – Division des ressources humaines

Région du Québec

Agence des services frontaliers du Canada / Gouvernement du Canada

[Jean-Philippe.Rossi@cbsa-asfc.gc.ca](mailto:Jean-Philippe.Rossi@cbsa-asfc.gc.ca) / Tél. : 514-283-8700 #8228 / ATS : 866-335-3237

Director – Human Resources Division

Quebec Region

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**De :** Deschamps, Josée

**Envoyé :** February 13, 2017 11:22 AM

**À :** Provost, Pierre; Rossi, Jean-Philippe

**Objet :** Tr: salle de prière

Bonjour Messieurs,

Avez-vous des commentaires? Pour discussion.

Merci

Josée Deschamps

ASFC/CBSA

514 350-6100

Envoyé de mon smartphone BlackBerry 10 sur le réseau Rogers.

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**De:** Daneau, Danielle <[Danielle.Daneau@cbsa-asfc.gc.ca](mailto:Danielle.Daneau@cbsa-asfc.gc.ca)>

**Envoyé:** lundi 13 février 2017 10:38 AM

**À:** Deschamps, Josée

**Objet:** TR: salle de prière

Bonjour Josée,

La Salle des comptoirs a un agent de confession musulmane, qui aimerait prier le midi sur son temps de lunch. Est-ce possible de lui offrir un bureau vacant au 4<sup>e</sup> étage, qui permettrait intimité et discrétion ? Nous n'avons pas un espace de ce type dans mon secteur. Je te remercie,

Danielle Daneau

Chef des opérations, District St-Laurent, Salle des comptoirs

Agence des services frontaliers du Canada / Gouvernement du Canada

[danielle.daneau@cbsa-asfc.gc.ca](mailto:danielle.daneau@cbsa-asfc.gc.ca) / Tél. : 514-350-6110/ATS : 514-283-1962

Chief of operations, St. Lawrence District, Longroom

Canada Border Services Agency / Government of Canada

[danielle.daneau@cbsa-asfc.gc.ca](mailto:danielle.daneau@cbsa-asfc.gc.ca) / Tel: 514-350-6110/TTY: 514-283-1962

**Caron, Daniel**

---

**From:** Teasdale, Magalie  
**Sent:** June 26, 2018 04:42 PM  
**To:** Accommodation Quebec / Adaptation Québec (CBSA/ASFC)  
**Cc:** Tranquille, Josée  
**Subject:**  
**Attachments:** À jour\_26juin\_2018.xlsx

Bonjour,

Voici l'entente pour l'

Aussi, je vous partage notre tableau des cas de Mirabel et Trudeau commercial à jour.

Merci,

Magalie Teasdale

Surintendante, Aéroport Pierre Elliott Trudeau, Section commerciale  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Magalie.teasdale@cbsa-asfc.gc.ca](mailto:Magalie.teasdale@cbsa-asfc.gc.ca) / Tél. : 514-633-7844, Ext : 2047 / ATS : 866-335-3237

Superintendent, Pierre Elliott Trudeau Airport, Commercial Section  
Canada Border Services Agency / Government of Canada  
[Magalie.teasdale@cbsa-asfc.gc.ca](mailto:Magalie.teasdale@cbsa-asfc.gc.ca) / Tel: 514-633-7844, Ext :2047 / TTY: 866-335-3237

## Caron, Daniel

---

**From:**  
**Sent:** April 19, 2018 11:38 PM  
**To:** Dickinson, Brett  
**Subject:** RE: Religious Accommodation

Hi Brett,

Thanks

---

**From:** Dickinson, Brett  
**Sent:** April 11, 2018 10:11 AM  
**To:** @cbsa-asfc.gc.ca>  
**Subject:** RE: Religious Accommodation

I've switched you to 19X07's as requested with the exception of one shift which is now a 2230X0700 as it was your short shift.

B

---

**From:**  
**Sent:** April 7, 2018 3:56 AM  
**To:** Dickinson, Brett <[Brett.Dickinson@cbsa-asfc.gc.ca](mailto:Brett.Dickinson@cbsa-asfc.gc.ca)>  
**Subject:** Religious Accommodation  
**Importance:** High

Hi Brett,

This year I will fasting during the month of Ramadan. I am hoping to work nights shifts between 13 May 2018 to 15 June 2018. I already have one block of nights in that period. Would you please change the other shifts to night shift in that period. I can still work 19-7 or 20-8.

Thank you.



## Accommodation Request Review and Agreement


The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (j) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; and (c) responding to complaints.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 007*. For more information, visit: <http://www.infocentre.gc.ca/index-eng.asp>

		Request Number
Employee Name	Personal Record Identifier (PRI)	
Substantive Work Location	Region/Division/District	
Ambassador Bridge	Southern Ontario Region	
Work Address	Group and level of employee	
	FB03	
Title	Present work schedule	
Border Services Officer	hour - Rotating schedule - Steady Midnight Line	

### To be completed by the employee's manager

Can the employee be accommodated in his or her present position?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If the employee can be accommodated in his or her present position, describe accommodation proposed:	
<p>BBO is requesting a religious accommodation to observe Ramadan which begins June 16 and will end on July 19 of the 2015 year. It has been observed by the management team that BBO has always observed this religious holiday and this year Ramadan is falling during a Peak period in terms of leave requests and therefore there have been some leave denied during this holiday.</p> <p>BBO is requesting 2.5 hours of his midnight shifts off during Ramadan the end of Ramadan.</p> <p>Management is able to accommodate BBO request, therefore he will be given vacation 2.5 hours at the beginning of his shift June 16-20, June 24-29, July 5-9, July 14-15 and full shifts July 17-19 off.</p>	
If the employee cannot be accommodated in his or her present position, explain reasons:	
Not Applicable	
Can the employee be accommodated in another position, first in the CBSA (local/regional/national); then outside the CBSA (local/regional), first at the employee's level or, if required, at a lower level?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If the employee can be accommodated in another position, describe accommodation measures considered and proposed:	
Not Applicable	

If the employee cannot be accommodated in another position, explain reasons: Not Applicable		
This accommodation request is: <span style="float: right;"> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied         </span>		
If the request is approved, please complete Part 8: Agreement on Accommodation. If the request is denied, please provide a rationale.  Approved in consultation with Director Allard and Labour Relations.		
Description and duration of accommodation measures provided:  Management is able to accommodate BSC request, therefore he will be given vacation 2.5 hours at the beginning of his shift June 16-20, June 24-29, July 5-9, July 14-15 and full shifts July 17-19 off.		
Authorized Manager's Name C. M. Bradford	Authorized Manager's Title A/Chief	Authorized Manager's Contact Telephone Number 519-551-8420
Authorized Manager's Signature 	Date (YYYY-MM-DD) 2015-05-28	
Employee Signature _____	Date (YYYY-MM-DD)	
Title _____	Date (YYYY-MM-DD)	
Disability and Accommodation Case Coordinator (DACC) Comments:      		
DACC Signature		Date (YYYY-MM-DD)



## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(a) and 11.1(1)(a) and (j) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 2 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by persons involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 807*. For more information, visit: <http://www.infosources.gc.ca/index-eng.asp>

To be completed by employee		Request Number
Employee Name		
Personal Record Identifier (PRI)	Gender	Date of Birth
Substantive Work Location Ambassador Bridge		
Region/Division/District	Job Number (e.g., FBC000)	Group and level of employee #B003
Title Border Services Officer	Present work schedule Midnights	
Valid Control defence tactic certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Valid Duty firearm certification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> : <input type="checkbox"/> Race <input type="checkbox"/> Colour <input type="checkbox"/> Sex (including pregnancy) <input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs) <input type="checkbox"/> Pardoned criminal conviction <input type="checkbox"/> Family Status <input type="checkbox"/> National or Ethnic Origin <input checked="" type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Marital Status		
Description of employment restrictions and/or functional limitations		
Description of accommodation sought Need the first 2.5 hrs off during Ramadan The dates are the following (Jun16-June20), [Jun24-Jun29], [Jul05-Jul09], [Jul14-Jul15]. Religious Holiday. Thanks,		
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration		
Supporting documentation (please attach the documentation appropriate to your request) <input type="checkbox"/> Information from the employee's medical practitioner <input type="checkbox"/> Physical Abilities Questionnaire <input type="checkbox"/> Health Canada Assessment <input type="checkbox"/> Functional Abilities Referral Form <input type="checkbox"/> Family Status Information Form <input type="checkbox"/> Other		
I certify that the above information is correct and request accommodation.		
Employee Signature		2015-05-24 Date (YYYY-MM-DD)
mohamed.mezahi@cbas-asfc.gc.ca E-mail address		(519) 257-6510 Phone Number

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.

## Belcastro, Maria

---

**From:** Bradford, Cassandra  
**Sent:** May 15, 2015 12:21 PM  
**To:**  
**Cc:** Allard, Tamara; Susko, Paul; Schincariol, Florence; DeSalvo, Nella; Belcastro, Maria  
**Subject:** Leave requests in July  
**Attachments:** AccomRequestBSF677\_eng.pdf  
**Importance:** High

Hello

You have written on the leave forms "Religious" so I am assuming that the leave is for the month of Ramadan.

To assist with the Admin supt being able to approve this leave, I have attached an Accommodation Request form which you will need to complete this, asking for a religious accommodation, and submit to myself or another Chief and/or Maria Belcastro for follow up. Please complete this form as soon as possible to ensure the timely completion of your leave.

I am on shift afternoons from Friday, May 15 to May 18 and will be back on days on Friday May 22, 2015.

Regards,

Cassie

Cassandra Bradford

A/Chief, Ambassador Bridge Travellers  
Canada Border Services Agency / Government of Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

A/Chef des opérations du Ambassador Bridge Travellers  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

## Belcastro, Maria

---

**From:** Bradford, Cassandra  
**Sent:** July 23, 2015 03:36 PM  
**To:** Schincariol, Florence  
**Cc:** Belcastro, Maria; McMahon, Joe  
**Subject:** RE:

Hi Flo,

I am going to meet with \_\_\_\_\_ on Wed July 29 in regards to our decision to deny his accommodation request for religious reasons. I will use the information below in my denial – is there anything else I need to do? If he asks me what his next step is, what can I tell him? I am in office tomorrow and Monday if we can follow up then.

Thanks,

Cassie

Cassandra Bradford

A/Chief, Ambassador Bridge Travellers  
 Canada Border Services Agency / Government of Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

A/Chef des opérations du Ambassador Bridge Travellers  
 Agence des services frontaliers du Canada / Gouvernement du Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

---

**From:** Schincariol, Florence  
**Sent:** July 3, 2015 8:54 AM  
**To:** Bradford, Cassandra  
**Subject:** FW:

In the BN I asked for the following clarification

- A) Meet with the employee to determine if his request is based on a "sincerely held belief in the divine"**
- Management is requesting advise from HQ as to what can and cannot be asked to show that the employee's religious belief is sincere
  - How can someone's "belief" be confirmed (i.e. letters from priest etc.)
  - The employer can request information - within reason – to establish a need. What is 'within reason'
  - Are there any other steps management could take to verify the employee's beliefs
- B) In a DTA Deck from 2011, the following information on religious accommodation requests was provided;**
1. Where an employee's religious belief is less clear the employer can consider the following:
    - the spiritual or moral nature of the belief or both,
    - previous religious experience,
    - the relationship between those previous religious beliefs and current beliefs,
    - the connection between the religious belief and the requested accommodation, and
    - the extent to which the religious beliefs are applied in the employee's daily life.

2. Where the information provided is not enough for the employer to decide how to accommodate the employee, it may request additional information, either from the employee or from a designated official within the employee's religious community. This inquiry should be restricted to information for accommodation.

Management would like advice and guidance how the above can be determined and what can be requested as 'proof' of belief

---

**From:** Schincariol, Florence  
**Sent:** June 30, 2015 1:56 PM  
**To:** Bradford, Cassandra  
**Cc:** McMahon, Joe; Belcastro, Maria  
**Subject:**

Hello Cassie,

I have contacted HQ and the following is the advice received regarding accommodation request for religious reasons;

HQ referred to the United Food & Commercial Workers, Local 1000A v Loblaw's Supermarkets Limited, 2012 50017 (ON LA) case on religious beliefs

*The court in its decision, acknowledges that there are cases in which the sincerity of a claim for religious freedom will have to be assessed, although that did not seem to be an issue in the case. At paragraphs 52 and 53 of the decision, Iacobucci, J. stated*

*52. ... the court's role in assessing sincerity is intended only to ensure that a presently asserted religious belief is in good faith, neither fictitious nor capricious, and that it is not an artifice ...*

*53. Assessment of sincerity is a question of fact that can be based on several non-exhaustive criteria. Including the credibility of a claimant's testimony ... as well as an analysis of whether the alleged belief is consistent with his or her other current religious practices. ...*

*Bearing this dictum in mind how does one assess the grievor's sincerity in this case. I am not being asked to consider whether the grievor is indeed a believing Catholic. Rather, the question raised by the Employer in this case is whether the grievor, in all the circumstances can be found to be sincere in his desire to take*

*Sunday off as a day of rest in furtherance of his faith, or – as the Employer asserts – simply wishes to have Sunday off as a lifestyle choice and is using his assertion of faith to support the lifestyle choice.*

*The advice provided from HQ in August was; that the document he provided did not detail a specific limitation/accommodation request. Since he was asking to be exempt from DFC, management should provide him with the option of registering in the IPP as an exemption from DFC was not possible.*

If you have any questions please give me a call.

*Florence*

## Belcastro, Maria

---

**From:** Bradford, Cassandra  
**Sent:** August 17, 2015 10:00 AM  
**To:** Belcastro, Maria  
**Subject:** RE:  
**Attachments:** Accommodation Request Review 2015.doc docx; accommodation.pdf; July 29, 2015.doc

Cassandra Bradford

A/Chief, Ambassador Bridge Travellers  
Canada Border Services Agency / Government of Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

A/Chef des opérations du Ambassador Bridge Travellers  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

---

**From:** Belcastro, Maria  
**Sent:** August 16, 2015 12:39 PM  
**To:** Bradford, Cassandra; Schincariol, Florence  
**Cc:** McMahon, Joe  
**Subject:** RE:

Hi Cassie,

Just to close off the file. Can you provide me with meeting notes and/or any information provided (letter, etc.,) for the file.

Thanks, Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

---

**From:** Bradford, Cassandra  
**Sent:** July 23, 2015 3:36 PM  
**To:** Schincariol, Florence  
**Cc:** Belcastro, Maria; McMahon, Joe  
**Subject:** RE:

Hi Flo,



## Accommodation Request Review and Agreement

This information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (j) of the *Financial Administration Act* for the purposes of supporting and implementing the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; and (c) responding to complaints.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 907*. For more information, visit: <http://www.infosource.gc.ca/index-eng.asp>

		Request Number
Employee Name	Personal Record Identifier (PRI)	
Substantive Work Location Ambassador Bridge	Region/Division/District Southern Ontario	
Work Address	Group and level of employee FB 03	
Title Border Services Officer	Present work schedule VSSA midnights Days	

### To be completed by the employee's manager

Part A - Review of Accommodation Request	
Can the employee be accommodated in his or her present position?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the employee can be accommodated in his or her present position, describe accommodation proposed:	
If the employee cannot be accommodated in his or her present position, explain reasons:	
Can the employee be accommodated in another position, first in the CBSA (local/regional/national); then outside the CBSA (local/regional), first at the employee's level or, if required, at a lower level?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If the employee cannot be accommodated in another position, explain reasons:

This accommodation request is:

☐ Approved

☒ Denied

If the request is approved, please complete Part B: Agreement on Accommodation. If the request is denied, please provide a rationale.

On March 18, 2014, requested a religious accommodation, citing that his Roman Catholic faith prohibited him from being an armed officer as his faith prohibited him from taking a life. A/Chief Beck and Supt. Bradford met with on May 21, 2014 to clarify position.

Based on the information provided and in consultation with local LR, the management team applied to HQ for direction and guidance with this accommodation due to the fact local LR and management wanted to ensure that this accommodation was shown due diligence.

In consultation with local LR and HQ it was determined that this accommodation will be denied based on the following: PLEASE SEE ATTACHED. (continued on attachment)

Part B: Agreement on Accommodation

Description and duration of accommodation measures provided:

Authorized Manager's Name  
C. M. Bradford

Authorized Manager's Title  
Superintendent

Authorized Manager's Contact Telephone Number  
519-257-7842

Authorized Manager's Signature

Date (YYYY-MM-DD)

2015/07/29

Employee Signature

Date (YYYY-MM-DD)

2015/07/29

This agreement is made between

Date (YYYY-MM-DD)

Disability and Accommodation Case Coordinator (DACC) Comments:

**Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** April 19, 2018 11:18 AM  
**To:** Griffith, Jason  
**Cc:** Younes, Racha  
**Subject:** RE: Leave Request - May 15 - June 17, 2018

It's approx.. May 15 – June 17, 2018. It may be one day off.

He can confirm this with you.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Griffith, Jason  
**Sent:** April 19, 2018 10:58 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>; Younes, Racha <[Racha.Younes@cbsa-asfc.gc.ca](mailto:Racha.Younes@cbsa-asfc.gc.ca)>  
**Cc:** Susko, Paul <[Paul.Susko@cbsa-asfc.gc.ca](mailto:Paul.Susko@cbsa-asfc.gc.ca)>  
**Subject:** RE: Leave Request - May 15 - June 17, 2018

Maria  
Can you please confirm the date.  
Is it May 15 to June 15 or May 15 to June 17?

**From:** Belcastro, Maria  
**Sent:** April 19, 2018 9:29 AM  
**To:** Griffith, Jason <[Jason.Griffith@cbsa-asfc.gc.ca](mailto:Jason.Griffith@cbsa-asfc.gc.ca)>; Younes, Racha <[Racha.Younes@cbsa-asfc.gc.ca](mailto:Racha.Younes@cbsa-asfc.gc.ca)>  
**Cc:** Susko, Paul <[Paul.Susko@cbsa-asfc.gc.ca](mailto:Paul.Susko@cbsa-asfc.gc.ca)>  
**Subject:** FW: Leave Request - May 15 - June 17, 2018

As discussed, Tamara has approved the leave without pay for both periods requested

Note: You may have to confirm the dates but, believe it's May 15 – June 17, 2018.

And 2 hours from 1245 – 1445 when working Fridays.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

From: Belcastro, Maria  
Sent: April 19, 2018 9:25 AM  
To:  
Cc: Griffith, Jason <[Jason.Griffith@cbsa-asfc.gc.ca](mailto:Jason.Griffith@cbsa-asfc.gc.ca)>; Younes, Racha <[Racha.Younes@cbsa-asfc.gc.ca](mailto:Racha.Younes@cbsa-asfc.gc.ca)>  
Subject: Leave Request - May 15 - June 15, 2018

Hi Moe,

Further to the email below. Your request for leave without pay for the above period has been approved.

Please submit your leave forms to the Administrative Superintendents.

Thanks, Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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From: Belcastro, Maria  
Sent: April 18, 2018 7:57 AM  
To:  
Cc: Griffith, Jason <[Jason.Griffith@cbsa-asfc.gc.ca](mailto:Jason.Griffith@cbsa-asfc.gc.ca)>; Younes, Racha <[Racha.Younes@cbsa-asfc.gc.ca](mailto:Racha.Younes@cbsa-asfc.gc.ca)>  
Subject: RE: Friday Religious Leave

Hi

I received further clarification from HR. Because this is covered under the collective agreement, you needn't request an accommodation.

You can submit this to the Administrative Superintendent.

As for your request for the period of Ramadan. I am still working with HR and should have information for you very soon.

Hope this helps,

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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**From:**  
**Sent:** April 18, 2018 7:07 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Friday Religious Leave

Hi Maria,

1. The type of leave I'm requesting is Religious Leave
2. I'm requesting LWOP every Friday I'm scheduled to work from [12:45-14:45]

Thank You,

**From:** Belcastro, Maria  
**Sent:** April 12, 2018 4:56 PM  
**To:**  
**Subject:** RE: Friday Religious Leave

Hi I

As discussed, I reviewed your request with HR. We will need more information:

1. The type of leave you are requesting;
2. The time period you are requesting (# hours/shift) or full days every Friday;

Also, your requests should have been submitted 4 weeks prior to the date. You should be submitting leave forms for all of your requested dates.

If requesting LWOP, this has to be approved by the Director. A/Director Kale will approve leave without pay from 1245 – 1445 for you tomorrow.

Please submit a leave form to her attention.

I will have more information for you next week.

Thank you,

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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**From:**  
**Sent:** April 10, 2018 9:21 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** Friday Religious Leave

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** April 19, 2018 08:45 AM  
**To:** Susko, Paul  
**Subject:** RE: Accommodation - Religious

Ok. I only need a minute. I have a meeting at 9

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Susko, Paul  
**Sent:** April 19, 2018 8:45 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation - Religious

Julie's office.

**From:** Belcastro, Maria  
**Sent:** April 19, 2018 8:40 AM  
**To:** Susko, Paul <[Paul.Susko@cbsa-asfc.gc.ca](mailto:Paul.Susko@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation - Religious

Where are you sitting today?

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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**From:** Susko, Paul  
**Sent:** April 19, 2018 8:38 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation - Religious

Ok. Is Racha aware? Or is that something you need me to communicate?

**From:** Belcastro, Maria  
**Sent:** April 18, 2018 5:03 PM

**To:** Susko, Paul <Paul.Susko@cbsa-asfc.gc.ca>

**Subject:** RE: Accommodation - Religious

**Importance:** High

Paul,

Racha is dealing with the Friday requests as noted below.

I just got further guidance from Amy as well, regarding the Ramadan leave.

Again, because it is covered under the CA, the request can go through the Admin Supts.

The ER has to make every reasonable effort to accommodate his request.

If the ER needs him to work, we should be changing his shifts to meet what he can work. (Other options provided in CA as well)

This should all be handled through the administrative process under the CA.

It would be difficult to deny this request.

This request would go through DTA if the EE needed for example a place to pray. We would make those arrangements while he is at work through DTA.

This said, he did meet the 4 week timeline to ask for this request. Delays were on ER part.

We will have to discuss tomorrow.

Maria

Maria Belcastro

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**From:** Belcastro, Maria

**Sent:** April 18, 2018 8:07 AM

**To:** Mitchell, Amy <Amy.Mitchell@cbsa-asfc.gc.ca>

**Cc:** Susko, Paul <Paul.Susko@cbsa-asfc.gc.ca>

**Subject:** Accommodation - Religious

**Importance:** High

Hi Amy,

I thought more about his accommodation request (to observe Ramadan) after our chat yesterday with your colleague.

If this leave is covered under the CA – I would think he makes the request through the Admin Supt. (Similar to what he is doing below) because it is covered under the CA.

If for whatever reason, the Admin Supt is unable to grant his request after making every reasonable effort then, he should submit an accommodation request based on Religious grounds.

We would then look at his request and see if we can accommodate him in the workplace.

I'm looking at this for future processes regarding similar requests.

Just my thoughts,

Maria

Maria Belcastro

Superintendent, Operations Branch  
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**From:** Belcastro, Maria  
**Sent:** April 18, 2018 7:57 AM  
**To:** \_\_\_\_\_  
**Cc:** Griffith, Jason <[Jason.Griffith@cbsa-asfc.gc.ca](mailto:Jason.Griffith@cbsa-asfc.gc.ca)>; Younes, Racha <[Racha.Younes@cbsa-asfc.gc.ca](mailto:Racha.Younes@cbsa-asfc.gc.ca)>  
**Subject:** RE: Friday Religious Leave

Hi

I received further clarification from HR. Because this is covered under the collective agreement, you needn't request an accommodation.

You can submit this to the Administrative Superintendent.

As for your request for the period of Ramadan. I am still working with HR and should have information for you very soon.

Hope this helps,

Maria

Maria Belcastro

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Canada Border Services Agency / Government of Canada  
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**From:** \_\_\_\_\_  
**Sent:** April 18, 2018 7:07 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Friday Religious Leave

Hi Maria,

1. The type of leave I'm requesting is Religious Leave
2. I'm requesting LWOP every Friday I'm scheduled to work from [12:45-14:45]

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** April 17, 2018 09:52 AM  
**To:** Mitchell, Amy  
**Subject:** RE: Accommodation Request - Religion (Effective May 14, 2018)[ACTION]

He originally submitted the 2.5 hour shifts when working midnights.

He successfully bid on a day schedule. So, his request changed. He is the whole month off.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Mitchell, Amy  
**Sent:** April 17, 2018 9:49 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation Request - Religion (Effective May 14, 2018)[ACTION]

Hi Maria,

With this request, is the employee asking for the whole month of Ramadan off of work?

In his request he asks for 2.50hrs of leave at the start of his midnight shifts during this time, so I was unsure if he would be working some shifts?

Thank you

Amy Mitchell

Labour Relations Consultant, Human Resources - Southern Ontario Region  
Canada Border Services Agency | Government of Canada  
[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca) | Tel: 905-354-3766 | TTY: 866-335-3237

Consultant en relations de travail, Ressources Humaines - Région du sud de l'Ontario  
Agence des services frontaliers du Canada | Gouvernement du Canada  
[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca) | Tel: 905-354-3766 | ATS: 866-335-3237

**From:** Belcastro, Maria  
**Sent:** April 7, 2018 1:43 PM  
**To:** Mitchell, Amy <[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca)>  
**Subject:** Accommodation Request - Religion (Effective May 14, 2018)[ACTION]  
**Importance:** High

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** April 12, 2018 01:57 PM  
**To:** Mitchell, Amy  
**Cc:** Susko, Paul  
**Subject:** Friday Religious Leave - [ACTION]  
**Attachments:** FW: Leave - Religious Observances [ACTION]  
**Importance:** High

Hi Amy,

I just received a v/m from the employee following up on this request.

I've attached the previous advice we discussed based on the 2 shifts at the time.

He has now selected a steady day schedule, that has Fridays.

I seem to recall that we should be considering each shift individually. Or is he current in assuming this is automatically granted.

Thanks for your help,

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** April 10, 2018 9:21 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** Friday Religious Leave

Good morning Maria,

I wonder if the admin sup inputted the Friday Accommodations into POEM for the entire schedule.

I checked my personal schedule and it did not show anything.

Thanks,

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** January 31, 2018 03:55 PM  
**To:** Susko, Paul  
**Subject:** FW: Leave - Religious Observances [ACTION]

FYI – 9990 LWOP for your consideration.

Let me know if you would like to discuss.

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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**From:** Mitchell, Amy  
**Sent:** January 31, 2018 3:49 PM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Leave - Religious Observances [ACTION]

Hi Maria,

I spoke to LR and no concerns.

Amy Mitchell

Labour Relations Consultant, Human Resources - Southern Ontario Region  
Canada Border Services Agency | Government of Canada  
[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca) | Tel: 905-354-3766 | TTY: 866-335-3237

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[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca) | Tel: 905-354-3766 | ATS: 866-335-3237

**From:** Belcastro, Maria  
**Sent:** January 31, 2018 2:06 PM  
**To:** Mitchell, Amy <[Amy.Mitchell@cbsa-asfc.gc.ca](mailto:Amy.Mitchell@cbsa-asfc.gc.ca)>  
**Subject:** Leave - Religious Observances [ACTION]  
**Importance:** High

Hi Amy,

has asked for leave for religious observances ;

He is requesting LWOP 9990 for

1. February 2, 2018 1345-1515 and;
2. February 9, 2018, 1315 – 1515. If we are able to grant until 1700, it would be appreciated in lieu of returning to work for 2 hours.

### **Article 31 - Religious Observance**

31.01 The Employer shall make every reasonable effort to accommodate an employee who requests time off to fulfill his or her religious obligations.

31.02 Employees may, in accordance with the provisions of this Agreement, request annual leave, compensatory leave, leave without pay for other reasons or a shift exchange (in the case of a shift worker) in order to fulfill their religious obligations.

31.03 Notwithstanding clause 31.02, at the request of the employee and at the discretion of the Employer, time off with pay may be granted to the employee in order to fulfill his or her religious obligations. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Employer.

31.04 An employee who intends to request leave or time off under this Article must give notice to the Employer as far in advance as possible but no later than four (4) weeks before the requested period of absence unless, because of unforeseeable circumstances, such notice cannot be given.

We have used this code in the past when he was granted an accommodation based on religion for Ramadan.

If this is okay, I can sent it to the Director for consideration/approval of 9990.

Let me know if you would like to discuss,

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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## Belcastro, Maria

---

**From:** Susko, Paul  
**Sent:** April 7, 2018 02:31 PM  
**To:** Belcastro, Maria  
**Cc:** Allard, Tamara  
**Subject:** RE: Accommodation Request - Religion (Effective May 14, 2018)[ACTION]

That's correct. Thanks.

**From:** Belcastro, Maria  
**Sent:** April 7, 2018 1:47 PM  
**To:** Susko, Paul <Paul.Susko@cbsa-asfc.gc.ca>  
**Cc:** Allard, Tamara <Tamara.Allard@cbsa-asfc.gc.ca>  
**Subject:** FW: Accommodation Request - Religion (Effective May 14, 2018)[ACTION]  
**Importance:** High

FYI – at this time. If HR recommends approval, it would be LWOP which I believe falls under Tamara.

Will keep you posted.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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**From:** Belcastro, Maria  
**Sent:** April 7, 2018 1:43 PM  
**To:** Mitchell, Amy <Amy.Mitchell@cbsa-asfc.gc.ca>  
**Subject:** Accommodation Request - Religion (Effective May 14, 2018)[ACTION]  
**Importance:** High

-li Amy,

I met with \_\_\_\_\_ today to review his request.

Please find attached the accommodation request and supporting information/meeting notes. In brief,

- Is requesting the month of Ramadan (approx.. May 15 – June 15, 2018) and Eid-el-Fatr (June 15-17, 2018) LWOP for religious reasons;
- Worked midnight shifts in the past so, he only needed to request 2.5 hours/shift (at night) followed by 3 days for Eid-el-Fatr;
- Is currently working steady day shifts during the 2018 period, making it more challenging to observe the many prayer times throughout the day, fast and obtain rest;
  - This year, the 3 prayer times would be approximately at 04:30, 20:30 (prayer and break fasting session) and 22:30. Each session lasts for approximately 45 – 1.5 hours (varies depending on the prayer);

- 
- Reports, if required to work, he would request modified hours of work (in order to attend the sessions and still be able to rest) and a location/time to pray for 1 of his prayer sessions:
  - 
  -
- He is also requesting 3 days of Eid-el-Fatr. This follows Ramadan. Currently, he is on days of rest however, when dates are confirmed, he may need to request 1 day as LWOP.

For the last few years, the ER was able to accommodate his request while he worked steady midnights.

Can you please advise if the employee has supplied enough information for his accommodation request based on religious rounds;

- If not, is there more information he needs to supply;
- If so, is there flexibility with the option selected? For example, is he granted the full time period off or if the ER needs him to work, grant the modified hours and prayer time/location.

Thank you for your assistance and I am in on Wednesday, April 11, 2018 should you want to discuss further.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (c) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 3 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 857*. For more information, visit: <http://www.infosource.gc.ca/index-eng.asp>

To be completed by employee

Request Number

Employee Name 1		
Personal Record Identifier (PRI)	Gender MALE	Date of Birth
Substantive Work Location AMBASSADOR BRIDGE		
Region/Division/District WSC	Job Number (e.g., FBC000) FB003	Group and level of employee
Title BORDER SERVICES OFFICER	Present work schedule	
Valid Control defence tactic certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Valid Duty firearm certification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> : <input type="checkbox"/> Race <input type="checkbox"/> Colour <input type="checkbox"/> Sex (including pregnancy) <input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs) <input type="checkbox"/> Perceived criminal conviction <input type="checkbox"/> Family Status <input type="checkbox"/> National or Ethnic Origin <input checked="" type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Marital Status		
Description of employment restrictions and/or functional limitations		
Description of accommodation sought REQUESTING THE MONTH OF RAMADAN OFF [MAY16-JUNE16] AND 3 DAYS OF EID CELEBRATION FOLLOWING THE END OF RAMADAN [16JUNE-18JUNE]		
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration		
Supporting documentation (please attach the documentation appropriate to your request) <input type="checkbox"/> Information from the employee's medical practitioner <input type="checkbox"/> Physical Abilities Questionnaire <input type="checkbox"/> Health Canada Assessment <input type="checkbox"/> Functional Abilities Referral Form <input type="checkbox"/> Family Status Information Form <input type="checkbox"/> Other RELIGIOUS ACCOMMODATION		
I certify that the above information is correct and request accommodation.		
Employee Signature		2018-02-26 Date (YYYY-MM-DD)
E-mail address		(519) 984-3352 Phone Number

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.



## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (b) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 2 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 867*. For more information, visit: <http://www.infocanada.gc.ca/index-eng.asp>

To be completed by employee			Request Number												
Employee Name															
Personal Record Identifier (PRI)	Gender Male	Date of Birth													
Substantive Work Location Ambassador Bridge															
Region/Division/District WSC	Job Number (e.g., FBC000) FB3	Group and level of employee FB3													
Title Border Services Officer		Present work schedule 20A11													
Valid Control defence tactic certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Valid Duty firearm certification <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A													
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> : <table border="0"><tr><td><input type="checkbox"/> Race</td><td><input type="checkbox"/> Colour</td><td><input type="checkbox"/> Sex (including pregnancy)</td><td><input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs)</td><td><input type="checkbox"/> Pardoned criminal conviction</td><td><input type="checkbox"/> Family Status</td></tr><tr><td><input type="checkbox"/> National or Ethnic Origin</td><td><input checked="" type="checkbox"/> Religion</td><td><input type="checkbox"/> Sexual Orientation</td><td></td><td><input type="checkbox"/> Age</td><td><input type="checkbox"/> Marital Status</td></tr></table>				<input type="checkbox"/> Race	<input type="checkbox"/> Colour	<input type="checkbox"/> Sex (including pregnancy)	<input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs)	<input type="checkbox"/> Pardoned criminal conviction	<input type="checkbox"/> Family Status	<input type="checkbox"/> National or Ethnic Origin	<input checked="" type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation		<input type="checkbox"/> Age	<input type="checkbox"/> Marital Status
<input type="checkbox"/> Race	<input type="checkbox"/> Colour	<input type="checkbox"/> Sex (including pregnancy)	<input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs)	<input type="checkbox"/> Pardoned criminal conviction	<input type="checkbox"/> Family Status										
<input type="checkbox"/> National or Ethnic Origin	<input checked="" type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation		<input type="checkbox"/> Age	<input type="checkbox"/> Marital Status										
Description of employment restrictions and/or functional limitations															
<p>Description of accommodation sought</p> <p>I am requesting a religious accommodation to observe Ramadan which begins May 16 and will end on Jun 15 of the 2018 year.</p> <p>I am requesting 2.5 hours at the start of my midnight shifts off during Ramadan. Additionally, I am requesting to be off from [June 5 to June 18] for the religious observance of the last 10 nights of Ramadan as well as the 3 day celebration of Eid Al Fitr.</p> <p>Thanks,</p>															
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration _____															
Supporting documentation (please attach the documentation appropriate to your request) <table border="0"><tr><td><input type="checkbox"/> Information from the employee's medical practitioner</td><td><input type="checkbox"/> Physical Abilities Questionnaire</td><td><input type="checkbox"/> Health Canada Assessment</td></tr><tr><td><input type="checkbox"/> Functional Abilities Referral Form</td><td><input type="checkbox"/> Family Status Information Form</td><td><input type="checkbox"/> Other _____</td></tr></table>				<input type="checkbox"/> Information from the employee's medical practitioner	<input type="checkbox"/> Physical Abilities Questionnaire	<input type="checkbox"/> Health Canada Assessment	<input type="checkbox"/> Functional Abilities Referral Form	<input type="checkbox"/> Family Status Information Form	<input type="checkbox"/> Other _____						
<input type="checkbox"/> Information from the employee's medical practitioner	<input type="checkbox"/> Physical Abilities Questionnaire	<input type="checkbox"/> Health Canada Assessment													
<input type="checkbox"/> Functional Abilities Referral Form	<input type="checkbox"/> Family Status Information Form	<input type="checkbox"/> Other _____													
I certify that the above information is correct and request accommodation.															
_____ Employee signature		2018-01-10 Date (YYYY-MM-DD)													
_____ E-mail address		_____ Phone Number													

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.

**Belcastro, Maria**

---

**From:**  
**Sent:** February 27, 2018 07:34 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Religious accomodation

Maria, I left the accommodation request right outside the door.

Thanks,

**From:** Belcastro, Maria  
**Sent:** February 26, 2018 6:42 PM  
**To:**  
**Subject:** RE: Religious accomodation

I'm working until Thursday and then off for a week.

Leave the changes in my mailbox outside the OCC if you don't see me.

M

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** February 26, 2018 7:55 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** Religious accomodation

Hi,

I need to put in a revised Ramadan leave. I'm on days now. Let me know when you're back.

Thanks,

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** February 1, 2018 08:56 AM  
**To:**  
**Subject:** RE: Leave Request

Signed copy please. Thanks.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** January 31, 2018 5:06 PM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** RE: Leave Request

Thanks,

**From:** Belcastro, Maria  
**Sent:** January 31, 2018 3:58 PM  
**To:**  
**Subject:** Leave Request

Can you please submit a leave request for me, please.

Thanks,

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** January 3, 2018 01:50 PM  
**To:** Susko, Paul  
**Subject:** RE: Accommodation Request -

I'll discuss further with him. Left him a v/m...

He is able to work around it on midnights but, I recall he needed day shifts or midnights on Fridays.. I will confirm.

That said, the line that Griff is suggesting has 2 day shifts and a DR on Friday which may work.

Are you good with him on cash. He will have been off sick yesterday and today pending our review.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Susko, Paul  
**Sent:** January 3, 2018 7:59 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Cc:** Kale, Sydney <[Sydney.Kale@cbsa-asfc.gc.ca](mailto:Sydney.Kale@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation Request -

What is the religious issue?

**From:** Belcastro, Maria  
**Sent:** January 2, 2018 2:13 PM  
**To:** Susko, Paul <[Paul.Susko@cbsa-asfc.gc.ca](mailto:Paul.Susko@cbsa-asfc.gc.ca)>  
**Cc:** Kale, Sydney <[Sydney.Kale@cbsa-asfc.gc.ca](mailto:Sydney.Kale@cbsa-asfc.gc.ca)>  
**Subject:** FW: Accommodation Request -

Paul,

I'll reach out to Griff to see what we have available on the cash line for the next 3 weeks.

Note: mentioned he would also need a religious accommodation if scheduled on Fridays..

He said he should be fine within 3 weeks.

He is scheduled midnight shifts and I explained, that we needed tooled officers on midnights.

We can discuss tomorrow and possible shift changes.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Belcastro, Maria  
**Sent:** January 2, 2018 2:09 PM  
**To:**  
**Subject:** Accommodation Request -

Hi

Thanks for the information, we will need clarification based on our brief discussion.

I've attached an FAF that will communicate the job expectations/tasks and the ability for your doctor to advise of limitations/restrictions.

As I mentioned when wearing equipment, you have to have the ability to use them should something happen and you need to respond.

You advised that you would not be able to use your tools given your injury/ restrictions.

In the interim, I've asked the OCC to mark you off sick for your midnight shifts for this week.

We will have to review at what is available within your restrictions which may result in shift changes or change in work location.

Lastly, you will have to complete and return the attached accommodation request form for your file.

If you have any questions, please let me know.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** January 2, 2018 1:29 PM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** Re:

Sent from my Samsung device

----- Original message -----

From: "Belcastro, Maria" <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>

Date: 01-02-2018 13:04 (GMT-05:00)

To:

Subject:

---

My email address...

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** April 27, 2017 08:38 AM  
**To:** Simiganoschi, Vlad  
**Subject:** RE: Accommodation Request - Religion -

Thank you.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:** Simiganoschi, Vlad  
**Sent:** April 27, 2017 8:19 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Cc:** Schincariol, Florence <[Florence.Schincariol@cbsa-asfc.gc.ca](mailto:Florence.Schincariol@cbsa-asfc.gc.ca)>  
**Subject:** RE: Accommodation Request - Religion -

Maria,

As per our conversation, LR supports your proposed course of action in granting this accommodation request.

## Vlad Simiganoschi

Labour Relations Consultant, Human Resources - Southern Ontario Region  
Canada Border Services Agency | Government of Canada  
[Vlad.Simiganoschi@cbsa-asfc.gc.ca](mailto:Vlad.Simiganoschi@cbsa-asfc.gc.ca) | Tel: 519-967-4122 | TTY: 866-335-3237

Consultant en relations de travail, Ressources Humaines - Région du sud de l'Ontario  
Agence des services frontaliers du Canada | Gouvernement du Canada  
[Vlad.Simiganoschi@cbsa-asfc.gc.ca](mailto:Vlad.Simiganoschi@cbsa-asfc.gc.ca) | Tél : 519-967-4122 | ATS : 866-3353237

**From:** Belcastro, Maria  
**Sent:** April 27, 2017 8:04 AM  
**To:** Simiganoschi, Vlad <[Vlad.SIMIGANOSCHI@cbsa-asfc.gc.ca](mailto:Vlad.SIMIGANOSCHI@cbsa-asfc.gc.ca)>  
**Cc:** Schincariol, Florence <[Florence.Schincariol@cbsa-asfc.gc.ca](mailto:Florence.Schincariol@cbsa-asfc.gc.ca)>  
**Subject:** Accommodation Request - Religion -  
**Importance:** High

Hi Vlad:

Just confirming there has been no changes - prior to submitting this to the Chief/Director. In brief:

- observes Ramadan each year;
- The previous 2 years, he has submitted the request via AR as the period coincides with the peak period.;

- Last year, upon research/consultation, we agreed that LWOP (Code 9990) could be used if the employee requested this type of leave for the period;
- BSO has submitted a similar request for this year (May 27 – June 24<sup>th</sup>) and requested the use of 9990;

AR/Leave Forms have been submitted by the employee. An ARRA will be completed and submitted to the Director for review/approval.

I would like to recommend that if nothing has changed, that we grant the request.

The articles we referenced last year are included below.

Has anything changed and would HR support this recommendation?

Thanks, Maria

#### **Article 52 - Leave With or Without Pay for Other Reasons**

52.01 At its discretion, the Employer may grant:

- a. leave with pay when circumstances not directly attributable to the employee prevent his or her reporting for duty; such leave shall not be unreasonably withheld;
- b. leave with or without pay for purposes other than those specified in this Agreement.

#### **Article 31 - Religious Observance**

31.01 The Employer shall make every reasonable effort to accommodate an employee who requests time off to fulfill his or her religious obligations.

31.02 Employees may, in accordance with the provisions of this Agreement, request annual leave, compensatory leave, leave without pay for other reasons or a shift exchange (in the case of a shift worker) in order to fulfill their religious obligations.

31.03 Notwithstanding clause 31.02, at the request of the employee and at the discretion of the Employer, time off with pay may be granted to the employee in order to fulfill his or her religious obligations. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Employer.

31.04 An employee who intends to request leave or time off under this Article must give notice to the Employer as far in advance as possible but no later than four (4) weeks before the requested period of absence unless, because of unforeseeable circumstances, such notice cannot be given.

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** April 11, 2017 08:00 AM  
**To:**  
**Subject:** RE: Ramadan Leave  
**Attachments:** AccomRequestBSF677\_eng.pdf

Hi

Yes, I did. Similar to last year, if you are requesting this as an accommodation, you will have to complete the attached request form and return to my attention.

Once, I review the information, I will send the information to the Chief/Director for review/consideration and get back to you asap.

If you have any questions, please let me know. I am working days until Friday and back in on mid-shifts next week on Tuesday/Wednesday.

If you'd like to meet – I'll arrange a time for us to meet.

Thanks again for doing this in advance and I'll touch base with you again if I need more information.

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** April 11, 2017 3:45 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Subject:** Ramadan Leave

Maria, I left an envelope containing Ramadan leave forms underneath your office door. Just wondering if you found it?

Thanks,



## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (j) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 2 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 907*. For more information, visit: <http://www.infosource.gc.ca/index-eng.asp>

To be completed by employee			Request Number
Employee Name			
Personal Record Identifier (PRI)	Gender	Date of Birth	
Substantive Work Location			
Region/Division/District	Job Number (e.g., FBC000)	Group and level of employee	
Title	Present work schedule		
Valid Control defence tactic certification <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Valid Duty firearm certification <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> :			
<input type="checkbox"/> Race	<input type="checkbox"/> Colour	<input type="checkbox"/> Sex (including pregnancy)	<input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs)
<input type="checkbox"/> National or Ethnic Origin	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Pardoned criminal conviction
		<input type="checkbox"/> Age	<input type="checkbox"/> Family Status
			<input type="checkbox"/> Marital Status
Description of employment restrictions and/or functional limitations			
Description of accommodation sought			
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration _____			
Supporting documentation (please attach the documentation appropriate to your request)			
<input type="checkbox"/> Information from the employee's medical practitioner	<input type="checkbox"/> Physical Abilities Questionnaire	<input type="checkbox"/> Health Canada Assessment	
<input type="checkbox"/> Functional Abilities Referral Form	<input type="checkbox"/> Family Status Information Form	<input type="checkbox"/> Other _____	
I certify that the above information is correct and request accommodation.			
_____ Employee Signature		_____ Date (YYYY-MM-DD)	
_____ E-mail address		_____ Phone Number	

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.



## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (i) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 2 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

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To be completed by employee			Request Number
Employee Name			
Personal Record Identifier (PRI)	Gender	Date of Birth	
Substantive Work Location			
Region/Division/District		Job Number (e.g., FBC000)	Group and level of employee
Title		Present work schedule	
Valid Control defence tactic certification <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Valid Duty firearm certification <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> :			
<input type="checkbox"/> Race	<input type="checkbox"/> Colour	<input type="checkbox"/> Sex (including pregnancy)	<input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs)
<input type="checkbox"/> National or Ethnic Origin	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Pardoned criminal conviction
		<input type="checkbox"/> Age	<input type="checkbox"/> Family Status
			<input type="checkbox"/> Marital Status
Description of employment restrictions and/or functional limitations			
Description of accommodation sought			
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration _____			
Supporting documentation (please attach the documentation appropriate to your request)			
<input type="checkbox"/> Information from the employee's medical practitioner	<input type="checkbox"/> Physical Abilities Questionnaire	<input type="checkbox"/> Health Canada Assessment	
<input type="checkbox"/> Functional Abilities Referral Form	<input type="checkbox"/> Family Status Information Form	<input type="checkbox"/> Other _____	
I certify that the above information is correct and request accommodation.			
_____ Employee Signature		_____ Date (YYYY-MM-DD)	
_____ E-mail address		_____ Phone Number	

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** March 16, 2017 02:26 PM  
**To:**  
**Subject:** RE:

Hi I

I don't believe I replied to this. Sorry.

When you have the information, please submit it to my attention for consideration.

If you have any questions, let me know.

Thanks,

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**From:**  
**Sent:** January 27, 2017 5:24 AM  
**To:** Belcastro, Maria <[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca)>  
**Cc:** Boismier, Darrin <[Darrin.Boismier@cbsa-asfc.gc.ca](mailto:Darrin.Boismier@cbsa-asfc.gc.ca)>; Kale, Sydney <[Sydney.Kale@cbsa-asfc.gc.ca](mailto:Sydney.Kale@cbsa-asfc.gc.ca)>  
**Subject:**

Hello Maria,

Ramadan 2017 begins on May 27.

As soon as the new schedule comes out, I will hand in the leave forms.

I would like to book the first 2.5 hrs off as LWOP.

In 2016, I was advised to use the code 9990.

Just to keep you informed.

Thanks,



## Accommodation Request Review and Agreement

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (j) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the Canadian Human Rights Act. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; and (c) responding to complaints.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 907*. For more information, visit: <http://www.infosource.gc.ca/index-eng.asp>

		Request Number
Employee Name		Personal Record Identifier (PRI)
1		
Substantive Work Location		Region/Division/District
Ambassador Bridge Operations		Southern Ontario Region
Work Address		Group and level of employee
Title		Present work schedule
Border Services Officer		VSSA 10 hour midnights

To be completed by the employee's manager

<b>Part A – Review of Accommodation Request</b>	
Can the employee be accommodated in his or her present position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If the employee can be accommodated in his or her present position, describe accommodation proposed:  is requesting a religious accommodation to observe Ramadan which begins June 6th until July 7th of the 2016 year. It has been observed by the management and this year Ramadan is falling during a Peak period in terms of leave requests.  is requesting 2.5 hours of his midnight shifts (June 8-July 7, 2016) off during Ramadan and also 3 days (July 8-July 10) at the end of Ramadan for the EID celebration	
If the employee cannot be accommodated in his or her present position, explain reasons: Not Applicable	
Can the employee be accommodated in another position, first in the CBSA (local/regional/national); then outside the CBSA (local/regional), first at the employee's level or, if required, at a lower level? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If the employee can be accommodated in another position, describe accommodation measures considered and proposed: Not Applicable	

If the employee cannot be accommodated in another position, explain reasons: Not Applicable		
This accommodation request is:		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
If the request is approved, please complete Part B: Agreement on Accommodation. If the request is denied, please provide a rationale. Approved in consultation with Chief Kale, District Director McMahon and Labour Relations.		
<b>Part B: Agreement on Accommodation</b> Description and duration of accommodation measures provided:  Management is able to accommodate request, therefore he will be given leave without pay - other reasons as requested at the beginning of his shifts (June 8-12), (June 17-21), (June 26-June30), (July6-July7) and full shifts from (July 8-10).		
Authorized Manager's Name J. McMahon	Authorized Manager's Title Director - Ambassador Bridge Operations	Authorized Manager's Contact Telephone Number 519-257-6491
Authorized Manager's Signature <i>S. Kale</i>	Date (YYYY-MM-DD) JUN 03 2016	
Employer <i>1</i>	Date (YYYY-MM-DD) JUN 25, 2016	
This agreement will be reviewed on:	Date (YYYY-MM-DD)	
Disability and Accommodation Case Coordinator (DACC) Comments:		
DACC Signature	Date (YYYY-MM-DD)	

## Belcastro, Maria

---

**From:**  
**Sent:** June 1, 2016 03:50 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Leave Request

Maria,

If you leave the accommodation agreement either in my mailbox or with the midnight sup, I'll sign it tonight.

Regards,

---

**From:** Belcastro, Maria  
**Sent:** May 31, 2016 3:21 PM  
**To:**  
**Subject:** RE: Leave Request

Hi

I received your forms last week. The Director has approved LWOP 9990 as requested.

You should have received your copy back in your mail slot.

Also, I have an Accommodation Agreement for you to review and sign as well.

It is very similar to the one you signed last year.

Hope this helps,

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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---

**From:**  
**Sent:** May 21, 2016 6:36 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Leave Request

Hi Maria,

I'll hand in the forms sometime this weekend.

Thanks,

---

**From:** Belcastro, Maria  
**Sent:** May 20, 2016 6:15 PM  
**To:**  
**Subject:** Leave Request

-li

I am just following up to provide you with an update.

Can you please complete your leave requests again using leave code (9990 LWOP other reasons) if this is still what you want to request.

You can leave them in my mailbox outside the OCC.

I am back in Tuesday and will follow up with which type should be used and this will provide us with both forms filled out in order to try and expedite this.

My apologies to you for the delay with this,

Maria Belcastro

Superintendent, Operations Branch  
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---

**From:**  
**Sent:** May 9, 2016 11:00 PM  
**To:** Belcastro, Maria  
**Subject:** RE:

Thanks Maria,

---

**From:** Belcastro, Maria  
**Sent:** May 9, 2016 3:57 PM  
**To:**  
**Subject:** RE:

-li

It has not been entered into shift planning yet as I was confirming with HR the use of LWOP other reasons.

They did call me today but, I was in meetings.

Overall the time is approved (leave type pending) however, I am confirming the actual code and have sent them an email to confirm.

Once I receive the confirmation (I will follow up tomorrow). I will enter in SP.

Sorry for the wait

Maria  
Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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---

**From:**  
**Sent:** May 9, 2016 3:57 AM  
**To:** Belcastro, Maria  
**Subject:**

Hello Maria,

Just wondering if my accommodation request for June and July was entered in Shift Planning? If there is anything you need me to do, please let me know.

Cordially,

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** May 10, 2016 12:26 PM  
**To:** Kale, Sydney  
**Cc:** Schincariol, Florence  
**Subject:** FW: Accommodation Request based on Religion  
  
**Importance:** High

Hi Sydney,

Flo and I discussed this request this morning. In brief:

- LWOP requests have to go through the Director - as per RDG direction;
- LWOP other reasons – could be granted as noted below (with Director approval);
- Leave with pay – would have been something different, required the ee to demonstrate steps taken and would have to make up the time within 6 months;
- Overall Flo agrees with granting the time and that the employee requests what type of leave to request.

If you don't have any other questions, can you please discuss with Joe and advise me of next steps. If required, I can ask Mo to amend his leave application.

Thanks, Maria

Maria Belcastro

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Canada Border Services Agency / Government of Canada  
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---

**From:** Belcastro, Maria  
**Sent:** May 9, 2016 8:52 AM  
**To:** Schincariol, Florence  
**Cc:** Simiganoschi, Vlad; Kale, Sydney  
**Subject:** RE: Accommodation Request based on Religion

Hi Flo,

As per Vlad's out of office. Just following up on this – is this an option?

I checked the collective agreement and found the following articles:

### **Article 52 - Leave With or Without Pay for Other Reasons**

- 52.01 At its discretion, the Employer may grant:
- a. leave with pay when circumstances not directly attributable to the employee prevent his or her reporting for duty; such leave shall not be unreasonably withheld;

b. leave with or without pay for purposes other than those specified in this Agreement.

## Article 31 - Religious Observance

31.01 The Employer shall make every reasonable effort to accommodate an employee who requests time off to fulfill his or her religious obligations.

31.02 Employees may, in accordance with the provisions of this Agreement, request annual leave, compensatory leave, leave without pay for other reasons or a shift exchange (in the case of a shift worker) in order to fulfill their religious obligations.

31.03 Notwithstanding clause 31.02, at the request of the employee and at the discretion of the Employer, time off with pay may be granted to the employee in order to fulfill his or her religious obligations. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Employer.

31.04 An employee who intends to request leave or time off under this Article must give notice to the Employer as far in advance as possible but no later than four (4) weeks before the requested period of absence unless, because of unforeseeable circumstances, such notice cannot be given.

I would say that based on Article 31 (highlight in red) that this is an option. I was unable to determine who has the authority to grant this leave though? I don't think I am pulling up the right information on delegated authorities.

Can you point me in the right direction and/or help me out.

Thanks, Maria

Maria Belcastro

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---

**From:** Belcastro, Maria  
**Sent:** April 29, 2016 7:18 AM  
**To:** Simiganoschi, Vlad  
**Subject:** FW: Accommodation Request based on Religion

Is 9990 an option?

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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---

**From:**  
**Sent:** April 27, 2016 1:17 AM

**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Maria, is it possible to use code 9990 [other reasons] instead?

Thanks,

---

**From:** Belcastro, Maria  
**Sent:** April 26, 2016 4:11 PM  
**To:**  
**Subject:** FW: Accommodation Request based on Religion

Hi

**ARTICLE 44 LEAVE WITHOUT PAY FOR PERSONAL NEEDS**

**44.01** Leave without pay will be granted for personal needs in the following manner:

(a) subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs;

(b) subject to operational requirements, leave without pay for more than three (3) months but not exceeding one (1) year will be granted to an employee for personal needs;

(c) an employee is entitled to leave without pay for personal needs only once under each of paragraphs (a) and (b) during the employee's total period of employment in the public service. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Employer.

LWOP 9450 would not apply in your case, whereby the leave you are requesting is spread out over several weeks and only represents a portion of each shift (i.e. 2.5 hours of 10 hour shifts). It *could* apply to July 8-10, with the caveat that 44.01(a) can **only** be used **ONCE** in your entire public service career. If you have not used lwop for personal needs for a period of less than 3 months before, you *could* request it for those 3 days.

Are you sure you would like to request this?

I'm available to discuss further,

Maria

Maria Belcastro

Superintendent, Operations Branch  
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---

**From:**  
**Sent:** April 23, 2016 1:32 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Maria, I think code 9450 [Personal Needs] might apply in this case.

Thanks,

## **Belcastro, Maria**

---

**From:** Belcastro, Maria  
**Sent:** April 26, 2016 04:07 PM  
**To:** Simiganoschi, Vlad  
**Subject:** RE: Accommodation Request based on Religion

Thanks Vlad.

Maria Belcastro

Superintendent, Operations Branch  
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---

**From:** Simiganoschi, Vlad  
**Sent:** April 26, 2016 4:05 PM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Maria,

The FB CA states:

### **ARTICLE 44 LEAVE WITHOUT PAY FOR PERSONAL NEEDS**

**44.01** Leave without pay will be granted for personal needs in the following manner:

- (a) **subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs;**
- (b) subject to operational requirements, leave without pay for more than three (3) months but not exceeding one (1) year will be granted to an employee for personal needs;
- (c) an employee is entitled to leave without pay for personal needs only once under each of paragraphs (a) and (b) during the employee's total period of employment in the public service. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Employer.

LWOP 9450 would not apply in \_\_\_\_\_ whereby the leave he is requesting is spread out over several weeks and only represents a portion of each shift (i.e. 2.5 hours of 10 hour shifts). It *could* apply to July 8-10, with the caveat that 44.01(a) can **only** be used **ONCE** in his entire public service career. If he has not used lwop for personal needs for a period of less than 3 months before, he *could* request it for those 3 days (though personally I think it would be a waste).

**Vlad Simiganoschi**

---

**From:** Belcastro, Maria  
**Sent:** April 25, 2016 10:20 AM  
**To:** Simiganoschi, Vlad  
**Subject:** FW: Accommodation Request based on Religion

Hi Vlad,

Please see below. is requesting 9450 LWOP.

Let me know,

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
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---

**From:**  
**Sent:** April 23, 2016 1:32 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Maria, I think code 9450 [Personal Needs] might apply in this case.

Thanks,

---

**From:** Belcastro, Maria  
**Sent:** April 20, 2016 12:55 PM  
**To:**  
**Subject:** RE: Accommodation Request based on Religion

Hi I

I am looking into your LWOP question, but, we need to know what type of LWOP you would like to use prior to advising you.

Also, did you want to use LWOP for all of it? You indicated that you wanted to use vacation for the Eid Celebration.

Thanks for your help,

M

Maria Belcastro

Superintendent, Operations Branch  
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---

**From:**  
**Sent:** April 18, 2016 1:09 AM

## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** April 25, 2016 10:21 AM  
**To:** Simiganoschi, Vlad  
**Subject:** FW: Accommodation Request based on Religion

fyi

Maria Belcastro

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---

**From:**  
**Sent:** April 22, 2016 11:27 PM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Lwop for all of it. I'll look up the codes and I'll be contacting you.

---

**From:** Belcastro, Maria  
**Sent:** April 20, 2016 12:55 PM  
**To:**  
**Subject:** RE: Accommodation Request based on Religion

Hi

I am looking into your LWOP question, but, we need to know what type of LWOP you would like to use prior to advising you.

Also, did you want to use LWOP for all of it? You indicated that you wanted to use vacation for the Eid Celebration.

Thanks for your help,

M

Maria Belcastro

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## Belcastro, Maria

---

**From:** Belcastro, Maria  
**Sent:** April 22, 2016 08:50 AM  
**To:** Simiganoschi, Vlad  
**Subject:** RE: Accommodation Request based on Religion  
**Attachments:** scan-20160422084257112.pdf

Hi Vlad,

As requested – attached is a copy of the AR. I have reached out to him to ask what type of LWOP he was asking for but have yet to receive a reply.

Will follow up when I receive a reply.

On another note, I just received from Nella a copy of leave forms requesting vacation (pre-dated prior to his request for LWOP) for all the dates in question...

Maria

Maria Belcastro

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---

**From:** Belcastro, Maria  
**Sent:** April 20, 2016 12:36 PM  
**To:** Simiganoschi, Vlad  
**Subject:** RE: Accommodation Request based on Religion

Will do and I'll ask him.

Maria Belcastro

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---

**From:** Simiganoschi, Vlad  
**Sent:** April 20, 2016 11:52 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

Like Sydney said, we need to clarify what type of LWOP he is asking for. Can you send me a copy of his accommodation request and the leave forms he submitted?

Vlad Simiganoschi

---

**From:** Belcastro, Maria  
**Sent:** April 20, 2016 11:35 AM  
**To:** Simiganoschi, Vlad  
**Subject:** FW: Accommodation Request based on Religion

Hi Vlad,

I pulled up the following but, couldn't determine if it would be an option – ie., other reasons not in CA says to consult with HR.

So.... Can an officer request to use this leave and if so, at what level does it have to be approved.

Thanks for your help,

M

---

**From:** Kale, Sydney  
**Sent:** April 20, 2016 8:12 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

What type of LWOP would it be? I thought his leave forms said vacation. Nevertheless, clarify the LWOP (maybe it's Other) and check the HR Delegation of Authorities instrument with regard to leave types and approval levels. Thanks

---

**From:** Belcastro, Maria  
**Sent:** April 20, 2016 7:02 AM  
**To:** Kale, Sydney  
**Subject:** FW: Accommodation Request based on Religion

Does the LWOP have to be approved by Joe?

Maria Belcastro

Superintendent, Operations Branch  
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---

**From:**  
**Sent:** April 18, 2016 1:09 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation Request based on Religion

I'll use LWOP if that's allowed.

Thanks,

---

**From:** Belcastro, Maria  
**Sent:** April 17, 2016 9:30 AM  
**To:**  
**Subject:** Accommodation Request based on Religion

Hi Mo,

I hope all is well. We are currently reviewing your accommodation request.

You've indicated in your request that you would like vacation for the Eid Celebration.

Can you also confirm if you are requesting vacation leave for the 2.5 hours during Ramadan as well.

Thanks for your assistance,

Maria

Maria Belcastro

Superintendent, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tel: 519-257-7733 / TTY: 866-335-3237

Surintendante, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Maria.Belcastro@cbsa-asfc.gc.ca](mailto:Maria.Belcastro@cbsa-asfc.gc.ca) / Tél. : 519-257-7733 / ATS : 866-335-3237

**Belcastro, Maria**

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**From:** Belcastro, Maria  
**Sent:** April 17, 2016 09:18 AM  
**To:** Kale, Sydney  
**Subject:** RE: Accommodation for Religious Reasons

Thanks Sydney,

For the file according to Google Search:

When is Ramadan in 2016? Ramadan in 2016 will start on Monday, the 6th of June and will continue for 30 days until Tuesday, the 5th of July. Note that in the Muslim calander, a holiday begins on the sunset of the previous day, so observing Muslims will celebrate Ramadan on the sunset of Sunday, the 5th of June. Although Ramadan is always on the same day of the Islamic calendar, the date on the Gregorian calendar varies from year to year, since the Gregorian calendar is a solar calendar and the Islamic calendar is a lunar calendar. This difference means Ramadan moves in the Gregorian calendar approximately 11 days every year. The date of Ramadan may also vary from country to country depending on whether the moon has been sighted or not.

The EID celebration begins on July 7<sup>th</sup> according to Google.

Maria

Maria Belcastro

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---

**From:** Kale, Sydney  
**Sent:** April 17, 2016 9:09 AM  
**To:** Belcastro, Maria  
**Subject:** RE: Accommodation for Religious Reasons

I have no concerns about his request, aside from you validating that the timeframe indeed is Ramadan, it seems reasonable to me. He requested his own leave right?

Thx

---

**From:** Belcastro, Maria  
**Sent:** April 13, 2016 10:36 PM  
**To:** Kale, Sydney  
**Subject:** Accommodation for Religious Reasons  
**Importance:** High

Hi Sydney,

I just reviewed accommodation request for leave during Ramadan and for an Eid Celebration.

I believe this was part of a pile you left for me yesterday however, we did not get a chance to discuss this today.

He made a similar request last year and the accommodation request was approved by Chief Bradford in consultation with the Director and HR.

Did you have any thoughts on this request? Did you want me to follow up with him or HR?

He is requesting 2.5 hours off at the beginning of shifts from June 8<sup>th</sup> – July 7<sup>th</sup> and 3 days' vacation from July 8-10<sup>th</sup> as part of this request.

Let me know and I can follow up. I am back in on the weekend.

Thanks, Maria

Maria Belcastro

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## Accommodation Request

The information on this form is collected under the authority of Sections 7(1)(e) and 11.1(1)(a) and (g) of the *Financial Administration Act* for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the *Canadian Human Rights Act* and section 2 of the *Employment Equity Act*. The personal information on this form is protected in accordance with the *Privacy Act* and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; (c) responding to complaints; and (d) collecting statistics for employment equity reporting.

You have the right to access and/or to correct your personal information under the *Privacy Act*. Further information about this collection may be found by referring to the following Personal Information Banks: *Occupational Health and Safety PSU 907*. For more information, visit: <http://www.infosource.gc.ca/index-eng.asp>

To be completed by employee			Request Number
Employee Name			
Personal Record Identifier (PRI)	Gender Male	Date of Birth	
Substantive Work Location			
Region/Division/District WSC	Job Number (e.g., FBC000)	Group and level of employee FB03	
Title Border Services Officer		Present work schedule Midnights	
Valid Control defence tactic certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Valid Duty firearm certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Accommodation is requested based on the following ground(s) in the <i>Canadian Human Rights Act</i> : <input type="checkbox"/> Race <input type="checkbox"/> Colour <input type="checkbox"/> Sex (including pregnancy) <input type="checkbox"/> Physical or Mental Disability (including dependence on alcohol or drugs) <input type="checkbox"/> Pardoned criminal conviction <input type="checkbox"/> Family Status <input type="checkbox"/> National or Ethnic Origin <input checked="" type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Marital Status			
Description of employment restrictions and/or functional limitations			
Description of accommodation sought  I am requesting 2.5 hours off at the start of each shift for the following workweeks [June8-June12], [June17-June21], [June26-June30], [July6-July7] for a religious observation of Ramadan which begins June 6 and will end July 7..  I am also requesting 3 days vacation at the end of Ramadan July [July8-July10] for a Eid Celebration.			
Duration of your employment restrictions and/or functional limitations <input type="checkbox"/> Less than 12 months <input type="checkbox"/> Over 12 months Expected duration _____			
Supporting documentation (please attach the documentation appropriate to your request) <input type="checkbox"/> Information from the employee's medical practitioner <input type="checkbox"/> Physical Abilities Questionnaire <input type="checkbox"/> Health Canada Assessment <input type="checkbox"/> Functional Abilities Referral Form <input type="checkbox"/> Family Status Information Form <input type="checkbox"/> Other _____			
I certify that the above information is correct and request accommodation.			
_____ Employee Signature		2016-04-08 Date (YYYY-MM-DD)	
mohamed.mezahi@cbsa-asfc.gc.ca E-mail address		(519) 257-6510 Phone Number	

Please submit the completed form to your manager and provide a copy to the Regional Disability and Accommodation Case Coordinator.

## Belcastro, Maria

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**From:** Bradford, Cassandra  
**Sent:** June 2, 2015 10:57 AM  
**To:** Belcastro, Maria; Schincariol, Florence; DeSalvo, Nella  
**Cc:** Susko, Paul; Allard, Tamara; Gilmore, Jeffrey; CBSA-ASFC\_WSC\_Ambassador Bridge Operational Control Centre  
**Subject:** Accommodation  
**Attachments:**  
**Importance:** High

Please see attached for information regarding religious accommodation which will run from June 16 – July 19 for Ramadan. All leave has been entered into COSS.

Maria,

I have the hard copies in Sydney's office.

Thanks,

Cassie

Cassandra Bradford

A/Chief, Ambassador Bridge Travellers  
Canada Border Services Agency / Government of Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

A/Chef des opérations du Ambassador Bridge Travellers  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Cassandra.Bradford@cbsa-asfc.gc.ca](mailto:Cassandra.Bradford@cbsa-asfc.gc.ca) / Tel: 519-257-7842 / TTY: 866-335-3237

### Accommodation Request Review and Agreement

The information on this form is collected under the authority of Sections 7(1)(a) and 11.1(1)(a) and (j) of the Financial Administration Act for the purposes of supporting and documenting the request by an employee to be accommodated in the workplace based on one or more of the prohibited grounds of discrimination provided for in section 3 of the Canadian Human Rights Act. The personal information on this form is protected in accordance with the Privacy Act and other laws. By signing this form, you consent to the disclosure of the information to and use by parties involved in: (a) assisting the Agency in assessing and responding to your request for accommodation; (b) audits of the compliance with this policy; and (c) responding to complaints.

You have the right to access and/or to correct your personal information under the Privacy Act. Further information about this collection may be found by referring to the following Personal Information Banks: Occupational Health and Safety PSU 807. For more information, visit: <http://www.infocourse.gc.ca/index-eng.asp>

		Request Number
Employee Name	Personal Record Identifier (PRI)	
Substantive Work Location	Region/Division/District	
Ambassador Bridge	Southern Ontario Region	
Work Address	Group and level of employee	
	WS03	
Title	Present work schedule	
Border Services Officer	10 hour - Rotating schedule - Steady Midnight Line	

#### To be completed by the employee's manager

Can the employee be accommodated in his or her present position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If the employee can be accommodated in his or her present position, describe accommodation proposed:		
<p>is requesting a religious accommodation to observe Ramadan which begins June 16 and will end on July 19 of the 2015 year. It has been observed by the management and this year Ramadan is falling during a Peak period in terms of leave requests and therefore there have been some leave denied during this holiday.</p> <p>is requesting 2.5 hours of his midnight shifts off during Ramadan and also 3 days at the end of Ramadan.</p> <p>Management is able to accommodate request, therefore he will be given vacation 2.5 hours at the beginning of his shift June 16-20, June 24-29, July 5-9, July 14-15 and full shifts July 17-19 off.</p>		
If the employee cannot be accommodated in his or her present position, explain reasons:		
Not Applicable		
Can the employee be accommodated in another position, first in the CBSA (local/regional/national); then outside the CBSA (local/regional), first at the employee's level or, if required, at a lower level?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If the employee can be accommodated in another position, describe accommodation measures considered and proposed:		
Not Applicable		

## Record of Religious Requests in the GTA [2006-2018]

YEAR	DTA	GRIEVANCES
	# Accepted / # Rejected	# Accepted / # Rejected
2006	0	0
2007	4	0
2008	1	4
2009	2	0
2010	0	0
2011	1	0
2012	3	4
2013	1	2
2014	1	1
2015	2	0
2016	1	3
2017	1	0
2018	1	0

## Gosselin, Sylvie

---

**From:** Serry, Irene  
**Sent:** March 20, 2019 8:12 PM  
**To:** Aube, Martin (CBSA)  
**Subject:** RE: Prayer room

No he never responded to my email for some reason. I know that the folks are using the room beside me which is absolutely fine too for now.

---

**From:** Aube, Martin  
**Sent:** March 20, 2019 8:08 PM  
**To:** Serry, Irene  
**Subject:** RE: Prayer room

Did you ever hear back from Luc. If not, I can follow up.

---

**From:** Serry, Irene <[Irene.Serry@cbsa-asfc.gc.ca](mailto:Irene.Serry@cbsa-asfc.gc.ca)>  
**Sent:** March 11, 2019 9:02 AM  
**To:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>  
**Cc:** Aube, Martin <[Martin.Aube@cbsa-asfc.gc.ca](mailto:Martin.Aube@cbsa-asfc.gc.ca)>  
**Subject:** Prayer room

Bonjour Luc,

We had recently chatted about the prayer room and getting that all setup. Would it be possible for us to see what it looks like? Folks would like to start using it as soon as it is up and running.  
If you have any questions please let us know.

Thanks,

I

## Gosselin, Sylvie

---

**From:** Serry, Irene  
**Sent:** March 7, 2019 10:01 PM  
**To:** Aube, Martin (CBSA)  
**Subject:** RE: Vanier - quiet/prayer room request

No need as the person that is leading now is Luc but I can't remember his last name.  
He's in real property as a manager.

I

---

**From:** Aube, Martin  
**Sent:** March 6, 2019 1:31 PM  
**To:** Serry, Irene  
**Subject:** RE: Vanier - quiet/prayer room request

Should I be reaching out to Lia directly?

---

**From:** Serry, Irene  
**Sent:** February 28, 2019 10:03 PM  
**To:** Aube, Martin <[Martin.Aube@cbsa-asfc.gc.ca](mailto:Martin.Aube@cbsa-asfc.gc.ca)>  
**Subject:** FW: Vanier - quiet/prayer room request

Hi Marty,

Sharing with you in the event the folks have not reached out to you.

Thx

I

---

**From:** Williams, Sarah  
**Sent:** February 27, 2019 12:55 PM  
**To:** Serry, Irene <[Irene.Serry@cbsa-asfc.gc.ca](mailto:Irene.Serry@cbsa-asfc.gc.ca)>  
**Subject:** Fw: Vanier - quiet/prayer room request

Irene,

I think it's great to be included on this, as we could provide our feedback in regards to the specific needs of the CARM employees.

Any suggestions?

Sarah

Sent from my BlackBerry 10 smartphone on the Bell network.

---

**From:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>  
**Sent:** Wednesday, February 27, 2019 12:24 PM  
**To:** Williams, Sarah  
**Cc:** Lanthier, Luc; Pambrun, Mario; Kassa Kouassi, Prince  
**Subject:** RE: Vanier - quiet/prayer room request

Hi Sarah

We are close to a solution on our prayer room.

Would any employees in your area be willing to give us some feedback to ensure that we have considered everything in finalizing our plans? Luc and Mario are available if they have some time for us.

Lia

---

**From:** Williams, Sarah  
**Sent:** February 1, 2019 11:33 AM  
**To:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>  
**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>; CBSA-ASFC\_HQ-Accommodation-Aménagement\_AC <[HQ-Accommodation-Amenagement\\_AC@cbsa-asfc.gc.ca](mailto:HQ-Accommodation-Amenagement_AC@cbsa-asfc.gc.ca)>; Serry, Irene <[Irene.Serry@cbsa-asfc.gc.ca](mailto:Irene.Serry@cbsa-asfc.gc.ca)>  
**Subject:** RE: Vanier - quiet/prayer room request

Good morning Lia,

Thanks again for your help on this request. We fully appreciate the limited building space we have and thus, we will first look at what options might be available within our current space and will engage you to determine if that could be a satisfactory short-term option, while the discussions are underway for a more fulsome strategy for Vanier.

We will be in touch shortly.

Regards,  
Sarah

---

**From:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>  
**Sent:** January 30, 2019 4:45 PM  
**To:** Williams, Sarah <[Sarah.Williams@cbsa-asfc.gc.ca](mailto:Sarah.Williams@cbsa-asfc.gc.ca)>  
**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>; CBSA-ASFC\_HQ-Accommodation-Aménagement\_AC <[HQ-Accommodation-Amenagement\\_AC@cbsa-asfc.gc.ca](mailto:HQ-Accommodation-Amenagement_AC@cbsa-asfc.gc.ca)>  
**Subject:** RE: Vanier - quiet/prayer room request

Hi Sarah

Potentially. We have a shortage of enclosed spaces in some buildings, so need to look at this carefully to make sure we can meet the staffing plans. Do you have a proposal in mind?  
Happy to meet to discuss if you like, but email is OK also.

Lia

---

**From:** Williams, Sarah  
**Sent:** January 30, 2019 4:07 PM  
**To:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>  
**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>  
**Subject:** RE: Vanier - quiet/prayer room request

Hi Lia,

Thank you for the quick response and sharing the current work underway in regards to the quiet/prayer rooms. I will have to get back to you on the official number of those that have requested, but in the meantime, I would like to know if the CARM project could use some of our current space to meet the current needs of those identified employees?

Thank you,  
Sarah

---

**From:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>  
**Sent:** January 30, 2019 3:09 PM  
**To:** Williams, Sarah <[Sarah.Williams@cbsa-asfc.gc.ca](mailto:Sarah.Williams@cbsa-asfc.gc.ca)>  
**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>  
**Subject:** Re: Vanier - quiet/prayer room request

Hi Sarah

Thanks for your email. Quiet/prayer rooms are something we are exploring as part of the Vanier Improvement Initiative. We have some logisitcs to work through to ensure that all can access any solution that moves forward. Luc and Prince are looking at options to bring forward to the Vanier Improvement advisory ctee.

If you can provide more info (how many employees have requested this?) we will factor into next steps and make sure to keep CARM informed of progress.

Lia

Sent from my BlackBerry 10 smartphone on the Rogers network.

## Gosselin, Sylvie

---

**From:** Serry, Irene  
**Sent:** February 7, 2019 8:46 PM  
**To:** Aube, Martin (CBSA)  
**Subject:** FW: Vanier - quiet/prayer room request

FYI

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**From:** Newton, Lia  
**Sent:** February 1, 2019 12:41 PM  
**To:** Williams, Sarah  
**Cc:** Lanthier, Luc ; Kassa Kouassi, Prince ; CBSA-ASFC\_HQ-Accommodation-Aménagement\_AC ; Serry, Irene  
**Subject:** Re: Vanier - quiet/prayer room request

Thanks Sarah

My team is examining options. Please don't feel any pressure to put forward a proposal. If you have one though we can include it in the mix.

Knowing the number of people that need the room for prayer, would be helpful. I realize this may not be known, but would be helpful if available.

Lia

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Williams, Sarah  
**Sent:** Friday, February 1, 2019 11:32 AM  
**To:** Newton, Lia  
**Cc:** Lanthier, Luc; Kassa Kouassi, Prince; CBSA-ASFC\_HQ-Accommodation-Aménagement\_AC; Serry, Irene  
**Subject:** RE: Vanier - quiet/prayer room request

Good morning Lia,

Thanks again for your help on this request. We fully appreciate the limited building space we have and thus, we will first look at what options might be available within our current space and will engage you to determine if that could be a satisfactory short-term option, while the discussions are underway for a more fulsome strategy for Vanier.

We will be in touch shortly.

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**To:** Williams, Sarah <[Sarah.Williams@cbsa-asfc.gc.ca](mailto:Sarah.Williams@cbsa-asfc.gc.ca)>  
**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>; CBSA-

ASFC\_HQ-Accommodation-Aménagement\_AC <[HQ-Accommodation-Amenagement\\_AC@cbsa-asfc.gc.ca](mailto:HQ-Accommodation-Amenagement_AC@cbsa-asfc.gc.ca)>

**Subject:** RE: Vanier - quiet/prayer room request

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Potentially. We have a shortage of enclosed spaces in some buildings, so need to look at this carefully to make sure we can meet the staffing plans. Do you have a proposal in mind?  
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**To:** Newton, Lia <[Lia.Newton@cbsa-asfc.gc.ca](mailto:Lia.Newton@cbsa-asfc.gc.ca)>

**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>

**Subject:** RE: Vanier - quiet/prayer room request

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**Sent:** January 30, 2019 3:09 PM

**To:** Williams, Sarah <[Sarah.Williams@cbsa-asfc.gc.ca](mailto:Sarah.Williams@cbsa-asfc.gc.ca)>

**Cc:** Lanthier, Luc <[Luc.Lanthier@cbsa-asfc.gc.ca](mailto:Luc.Lanthier@cbsa-asfc.gc.ca)>; Kassa Kouassi, Prince <[Prince.KassaKouassi@cbsa-asfc.gc.ca](mailto:Prince.KassaKouassi@cbsa-asfc.gc.ca)>

**Subject:** Re: Vanier - quiet/prayer room request

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Lia

Sent from my BlackBerry 10 smartphone on the Rogers network.